

# Plesk Control Panel

## User Guide

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Issue 1

The Plesk Control Panel is a feature-rich user interface that makes server administration easy. This comprehensive guide shows you how to set up your website, set up mail accounts and view statistics. Please access your Plesk Control Panel using the details that were provided to you upon set up.

## 1. Account Information

### Changing Your Password and Contact Information

#### To change your password for access to the Control Panel:

1. Click a link with your name at the top of the screen.
2. Type a new password, and click **OK**.

#### To change a username or password that you use for connecting to your subscription over FTP or SSH:

1. Click the **Websites & Domains** tab.
2. Click **Web Hosting Access**.
3. Type the new username or password, and click **OK**.

#### To change your contact information:

1. Click a link with your name at the top of the screen.
2. Click the **Contact Details** tab.
3. Update your contact information and click **OK**.

### User Account

You can do the following operations with your user account.

#### View and Change Your Account Information

The system uses your account information to add your personal and financial details into invoices. If you see that you need to update your details, open the **My Contact Info** submenu on the Navigation menu and select **Account Info**.

#### View and Change Your Personal Information

Your personal information mostly duplicates the account information. It does not appear in financial documents, but some services use this information as technical contact details. For example, it is

possible to order a domain name through Storefront, and if you do so, Storefront will send your personal information (as the technical contact) to a domain name registrar. To view user personal information, open the **My Contact**

**Info** → **Personal Info** menu on the left panel. Here you can also edit your personal information and change password to your Storefront account.

### Configure e-mail notifications

E-mail notifications are sent on different events to your account contact e-mail address. They fall into a number of categories. For example, subscription renewal and expiration, your credit card(s) expiration, etc. You can select messages format for every group of messages and decide whether to send certain messages or not. To configure messages types to receive, open **My Contact Info** → **Notification Methods**.

## 2. Set Up Your First Website

### Create Your Site

There are three general ways to create a website:

- Employ a web design studio to create a site for you, and then you will just maintain its content.
- Create a site by yourself using *Web Presence Builder* - the powerful tool that allows you to create professional-looking websites in a few mouse clicks.

### Uploading Content

If you already have a website created by yourself or a web design studio, just upload the website files and folders to your provider's server. You can do this in one of the following ways:

- *Using FTP.* This way is better when several people manage a website's content because it does not require access to your customer account. You can just create FTP users for them.
- *Using Control Panel File Manager.* This way is more convenient since it uses the Control Panel GUI and provides a set of useful features, for example, a visual HTML editor and a file permissions manager.

### Uploading Content Using FTP

#### To publish an existing website using FTP:

- Connect to your web space on the server with an FTP client program, using your FTP account username and password.
- You can change your username and password in the Panel at the **Websites & Domains** tab → **Web Hosting Settings**.

- The FTP address should be ftp://your-domain-name.com, where your-domain-name.com is your site's Internet address.
- Enable the passive mode if you are behind a firewall.
- Upload the files and directories of your site to the httpdocs directory. If you use CGI scripts, place them in the cgi-bin directory.
- Close your FTP session.

You can also set up additional FTP accounts if you need to collaborate on website content with other users. For more information, see the Parallels Plesk Panel User Guide.

## Uploading Content with File Manager

To upload a website from your computer to Panel server with File Manager, open the **Files** tab of Control Panel and drag the website folder to the central area of this tab. You can also upload your website as a compressed ZIP file and then extract the contents using the archiver integrated in File Manager.

With File Manager, you can also do the following:

- Edit HTML files in the visual editor.
- Preview website pages.
- Edit files in the text editor.
- Manage the files' access permissions.

Learn more about uploading and editing website files and folders with File Manager in the Parallels Plesk Panel User Guide.

## Using Web Presence Builder

Web Presence Builder is a tool that enables users with no knowledge of HTML markup or graphic design skills to create professional-looking sites. This tool provides a simple visual editor and a huge set of templates for different websites. The editor allows you to create web pages, add content of different types (text, images, video, scripts), and edit website settings such as website name, keywords, icons, and so on.

To create websites in Web Presence Builder, ensure that your service includes this option. If it does not, choose another way or contact your customer services team to add this option to your account.

### To create a website with Web Presence Builder:


- Go to either the **Home** tab or the **Websites & Domains** tab, and click the link **Launch Web Presence Builder**.
- Select a topic that best suits your website.
- Edit the website:
  - a. *Structure*: add more pages, remove the predefined pages that you do not need.
  - b. *Content*: change the predefined content to your own, add text, images, videos, scripts, and other required elements.

- c. *Design*: change the layout and colour scheme.
- Publish the website.

## Preview Your Site

After you uploaded website files to the web space, you can check how your site will look in a web browser, even before the information about the new site has spread in the Domain Name System.

### To preview a site:

1. If you are subscribed to several hosting packages and have access to several web spaces associated with your account, select the required web space in the **Subscription** menu at the top of the screen.
2. Click the **Websites & Domains** tab.
3. In the list of domain names at the bottom of the screen, locate the website that you want to preview and click the corresponding icon .

Your site will open in a new browser window.

**Note:** For sites created with Web Presence Builder, protected access to site pages can work incorrectly in Preview mode.

Sometimes, you may need to show your site to someone when your domain name is not registered yet. There are several ways to do it without giving a person access to your customer account.

## Submit Your Sites to Search Engines

To gain more visitors and drive traffic to your site after you publish it on the Internet, you need to submit it to search engines. Before the site submission, you can improve the site ranking in search results by the following content optimizations:

- Include in the text contained in your web pages the frequently searched keyword phrases, which are relevant to the topic of your site. For example, mention your product or a topic of your interest several times in the text on a web page.
- Add relevant keywords to the `<title>` and `<meta>` tags. Some search engines look for keywords and descriptions in meta tags placed within web pages, and present these keywords in search results.

For example, if you are selling hosting automation software, then you can include the following tags in HTML pages of your website:

```
<HEAD>
<TITLE>Ordering hosting automation software
</TITLE>
<META name="keywords" content="order,hosting,software">
<META name="description" content="Ordering Hosting Automation Software">
</HEAD>
```

Separate the keywords with a comma without white spaces.

After you optimize the website and publish it to your customer account, submit it to search engines, such as Google, Yahoo, Bing, and other engines that you know to be popular in your country.

- To submit a site to Google, visit <http://www.google.com/addurl/>.
- To submit a site to Yahoo, visit <https://siteexplorer.search.yahoo.com/submit>.
- To submit a site to Bing, visit <https://ssl.bing.com/webmaster/SubmitSitePage.aspx>.

## 3. Set Up Mail Accounts

Once your website is ready, you can start creating mail accounts. You can choose, for example, to create mail accounts for all users within your organization. Note that the number and size of mailboxes is limited by your hosting plan.

### Create Mail Account

#### To create an e-mail address:

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Click the **Mail** tab.
3. Click **Create E-mail Address**.
4. Type the left part of the e-mail address before the @ sign, and, if you have several domain names on your account, select the domain name under which the e-mail address will be created.
5. Leave the **Mailbox** checkbox selected.

Clearing this checkbox makes sense only if you want to use this address as a mail forwarder, which will forward all incoming mail to another address.

6. Specify the mailbox size or use the default size defined by the provider's policy or your service plan.
7. Specify a password consisting of five or more Latin characters.
8. Click **OK**.

### Access Your Mailbox

There are two ways to access a mailbox for sending and receiving e-mail messages:

Set up and use an e-mail client program on your computer. Typically, in such programs you should specify the following settings:

1. **Username**. In this field, specify your full e-mail address. For example, *john.doe@example.com*.
2. **Password**. Most likely, the password to your e-mail account.
3. **Mail server protocol**. This property defines whether you want to keep copies of messages on the server or not. To keep the copies on the server, select the **IMAP** option. If you do not want to keep them on the server, select **POP3**. Selecting IMAP will also allow you to train the SpamAssassin spam filter on e-mail messages you receive, if SpamAssassin is enabled on the server.
4. **Incoming mail server (POP3/IMAP)**. Type your domain name. For example, *example.com*. The POP3 port is 110. The IMAP port is 143.
5. **Outgoing mail server (SMTP)**. Type your domain name. For example, *example.com*. The SMTP port is 25. This server requires authentication.


To get detailed instructions on configuring popular e-mail clients to work with your mailbox, see subsections of this section.

- Use a web browser to connect to the webmail interface. Webmail interface is provided by Horde IMP Webmail software, which is installed by default. You can either use the default Horde IMP Webmail, or install Atmail Webmail Lite software.

**Note:** If you cannot access your mailbox following the instructions in this section, this might be caused by mail server settings. Contact your hosting provider to resolve the issue.

## Access from Webmail

**To access your mailbox through webmail, do any of the following:**

- In a Web browser, visit the URL `webmail.example.com`, where `example.com` is the Internet address of your website. When prompted, specify your full e-mail address as the username (for example, `mail@example.com`), and specify the password that you use for logging in to the Panel.
- When logged in to the Panel, click the **Mail** tab, and in the list of e-mail addresses, click an icon  corresponding to the e-mail address you need.

## Access from Microsoft Office Outlook

**To set up Microsoft Office Outlook 2010:**

1. Open Microsoft Office Outlook.
2. Go to **File → Info → Add Account**.
3. Select the checkbox **Manually configure server settings or additional server types**.
4. Click **Next**.

The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section selected. The title bar reads 'Add New Account' and the subtitle is 'Auto Account Setup'. Below the subtitle, it says 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' option is selected. Below it are four input fields: 'Your Name:' (with an example 'Ellen Adams'), 'E-mail Address:' (with an example 'ellen@contoso.com'), 'Password:', and 'Retype Password:'. A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Select the **Internet E-mail** option and click **Next**.

The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section selected. The title bar reads 'Add New Account' and the subtitle is 'Choose Service'. There are four radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', 'Text Messaging (SMS)', and 'Other'. The 'Internet E-mail' option is selected. Below it are three sub-sections: 'Microsoft Exchange or compatible service' (with a description: 'Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.'), 'Text Messaging (SMS)' (with a description: 'Connect to a mobile messaging service.'), and 'Other' (with a description: 'Connect to a server type shown below.'). Below the 'Other' section is a text box containing 'Fax Mail Transport'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Specify the following:



- Your name.
- Your e-mail address.
- **Account type.** If you want to keep copies of messages on the server, select the IMAP option. If you do not want to keep any messages on the server, select the POP3 option. Selecting IMAP will also allow you to train the SpamAssassin spam filter on e-mail messages you receive, if SpamAssassin is enabled on the server.
- Incoming mail server. Type your domain name. For example, example.com.
- **Outgoing mail server (SMTP).** Type your domain name. For example, example.com.
- **User Name.** Specify your full e-mail address. Example: johndoe@example.com.
- **Password.** Most likely, this password coincides with the password you use for logging in to Panel.
- **Require logon using Secure Password Authentication (SPA).** Leave this option cleared.

**Add New Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: John Doe  
E-mail Address: mail@example.com

**Server Information**

Account Type: POP3  
Incoming mail server: example.com  
Outgoing mail server (SMTP): example.com

**Logon Information**

User Name: mail@example.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...  
 Test Account Settings by clicking the Next button

**Deliver new messages to:**

New Outlook Data File  
 Existing Outlook Data File  
Browse

More Settings ...

< Back   Next >   Cancel

7. Click **More Settings**, open the **Outgoing Server** tab and check **My outgoing server (SMTP) requires authentication**.

## Access from Apple Mail

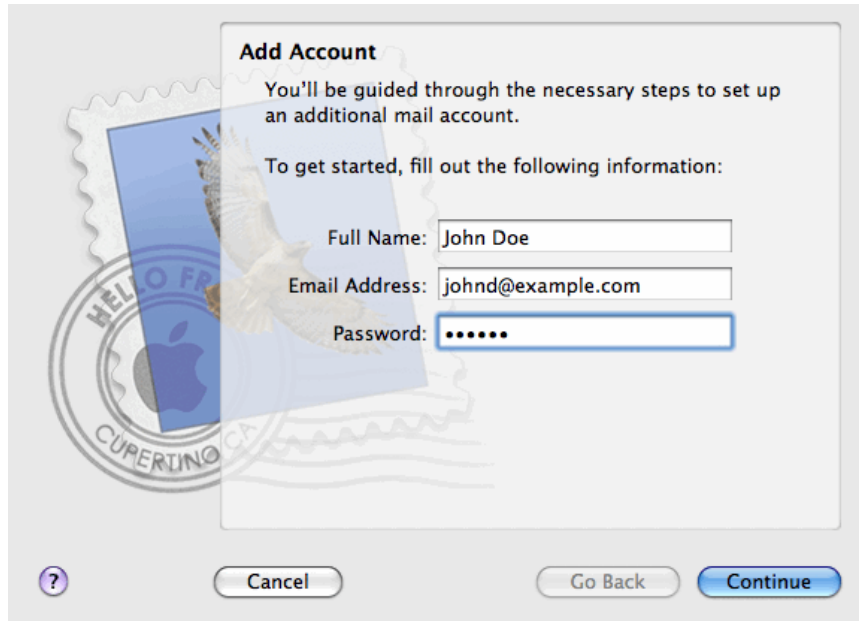
The instructions provided in this section were verified against Apple Mail 3.6 (Leopard). They might not work with earlier or later versions of Apple Mail.

### To set up Apple Mail:

1. Run Apple Mail.

If you run it for the first time and do not have any mail accounts configured in it, skip the next step: Apple Mail will take you directly to creating one.

2. Open the Adding Mail Account wizard:
  - a. Click **Mail** → **Preferences...**
  - b. Select the **Accounts** tab.
  - c. Click the **+** button at the bottom left corner.
3. Enter the account information:
  - Your full name
  - Your full e-mail address
  - The password you use to log in to the Panel.



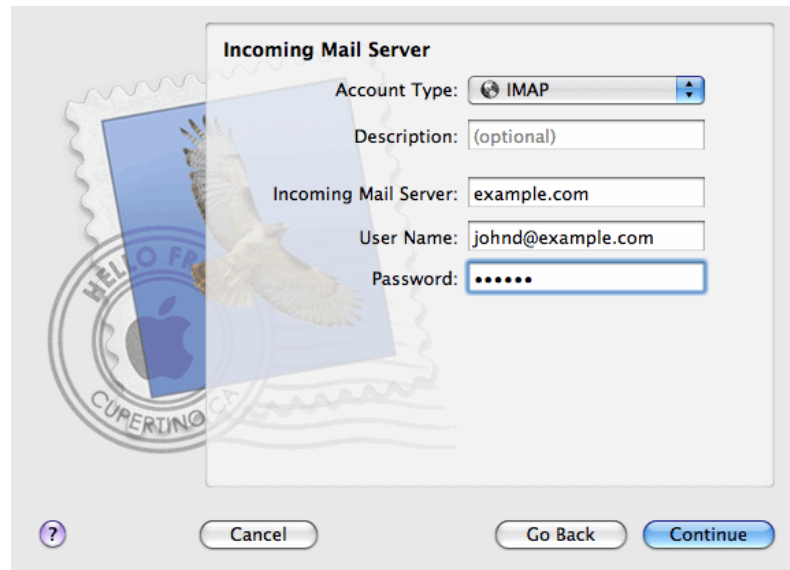
Click **Continue**.

Fill in the following incoming mail server information:

- **Account Type:** select whether you want to use IMAP or POP protocol.

We recommend selecting IMAP if you use SpamAssassin as a spam filtering solution: IMAP account is a requirement for SpamAssassin learning which messages are spam and which are not.

- **Incoming Mail Server:** type in the name of domain which serves your mail (which follows the @ sign in your e-mail address).
- **User Name:** enter your full e-mail address.
- **Password:** leave it auto-completed (Apple Mail takes it from the previous step).



Click **Continue**.

(Optional) Specify the incoming mail security options:

- Select the **Use Secure Sockets Layer (SSL)** checkbox.
- Select the authentication method.

Keep the default method if you are not sure which to select.

Apple Mail displays this setup screen only if a mail server bundled with Parallels Small Business Panel supports SSL for the selected account type (POP or IMAP).



Click **Continue**.

Fill in the following outgoing mail server information:

- **Outgoing Mail Server:** type in the name of domain which serves your mail (which follows the @ sign in your e-mail address).
- **Use only this server:** selected.
- **Use Authentication:** selected.

- **User Name:** enter your full e-mail address.
- **Password:** leave it auto-completed (Apple Mail takes it from the previous step).

**Outgoing Mail Server**

Description: (optional)

Outgoing Mail Server: example.com

Use only this server

Use Authentication

User Name: johnd@example.com

Password: •••••

? Cancel Go Back Continue

Click **Continue**.

Apple Mail displays overall description of the mail account that is going to be created.

Select the **Take account online** checkbox and click **Create**.

**Account Summary**

Account Description: johnd@example.com

Full Name: John Doe

Email Address: johnd@example.com

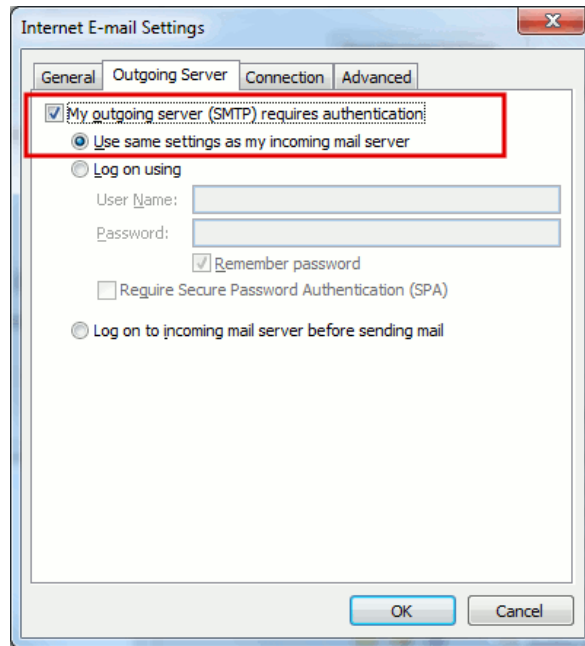
User Name: johnd@example.com

Incoming Mail Server: example.com  
SSL: off

Outgoing Mail Server: example.com  
SSL: off

Take account online

? Cancel Go Back Create



8. Click **Next**.
9. Click **Finish**.

## 4. View Site Visit Statistics

Finally, when your site works fine and search engines return it in search results, it is the best time to evaluate site efficiency by viewing the visits statistics.

**To find out how many people visited a site, from what countries, and what pages of the site they viewed:**

If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.

1. Go to the **Websites & Domains** tab → **Web Statistics**.  
The site visitor statistics will show in a new browser window.
2. To view statistics for web pages viewed from the SSL-secured area of your site, select **SSL Web Statistics** in the menu.
3. To view statistics for files downloaded over the file transfer protocol (FTP), select **FTP Statistics** in the menu.

Alternately, you can view the visits statistics for a site by visiting the following URL: <https://your-domain.com/plesk-stat/webstat>. When prompted for username and password, specify your FTP account username and password.

**To view the reports on disk space and traffic usage by your account:**

1. If you have several subscriptions associated with your account, in the **Subscription** menu at the top of the screen, select the required subscription.
2. Click the **Statistics** tab.

The following information is presented in charts:

- Disk space used by the following files and directories in the subscription:
- Websites
- Mail accounts
- Databases
- Logs
- Backups
- Chroot directories
- Configuration files
- Anonymous FTP directory
- Traffic used by FTP, web, and mail services during the current month.

**FTP** field shows the information about the total size of files transferred to and from the web space over the file transfer protocol.

**HTTP** field shows the information about the total amount of data transferred from all of your websites over HTTP protocol, that is, retrieved by web browsers.

**POP3/IMAP** field shows the total amount of data received by all mail accounts under your domains.

**SMTP** field shows the total amount of data sent by all mail accounts under your domains.

3. Do any of the following:

To view a report on the amount of data transferred to and from your sites over FTP, click **FTP Statistics**.

To view a report on the amount of data transferred to and from your FTP directory, which is accessed without authorization, click **Anonymous FTP statistics**.

To view a report on the amount of traffic used by services during a certain month, click **Data Transfer Statistics**, and select the required month from the menu.

## Log Files

All connections to the web server and requests for files that were not found on the server are registered in log files. These log files are analyzed by the statistics programs running on the server, which then present graphical reports on demand. You may want to download these log files to your computer for processing by third-party statistics programs, or view their contents for web server debugging purposes.

**To prevent these log files from growing too large, you should enable automatic cleanup and recycling of log files:**

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Logs** > **Log Rotation**.
3. Click **Switch On**. If you see only the **Switch Off** button there, this means that log recycling is already switched on.
4. Specify when to recycle log files and how many copies of each log file to store on the server. Also specify whether they should be compressed and sent to an e-mail address after processing.
5. Click **OK**.

#### To view the contents of a log file or download it to your computer:

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Logs**. A list of log files opens.
3. Do any of the following:
  - To view all entries in a log file, click the log file name. If you want to view only a few last lines from the log file, type the number of lines into the input box under the **Settings** group, and then click the log file name.
  - To download a file to your computer, click the corresponding icon .
  - To remove a processed log file from the server, select the corresponding checkbox and click

**Remove.** Confirm removal and click **OK**.

#### To download log files to your computer via FTP:

1. Connect to the Panel server via FTP.
2. Go to the `/var/www/vhosts/<domain_name>/logs` directory and copy the log files to your computer.

## 5. Hosting Settings

The website's hosting settings are available on the **Websites & Domains** tab of the Control Panel. All per-website hosting settings form the following groups:

*General.* Hosting type, security, scripting and statistics settings. See **General Settings** (on page 78).

*PHP.* PHP scripting language settings. See **PHP Settings** (on page 84).

*Web Server.* Web server settings (*Apache* (with *nginx*) or *IIS*). Web server type depends on Panel version: Apache with *nginx* is used on Panel for Linux, and *IIS* on Panel for Windows. See **Apache Web Server Settings** (on page 90) and **IIS Web Server Settings** (on page 92) correspondingly.

Note that in the *IIS* web server settings you can configure basic website security settings, such as anonymous access, *ssl* usage, and directory browsing.

On Windows, you can also set up custom ASP.NET settings in **Websites & Domains** > select a domain > **ASP.NET Settings**. For details, see **ASP.NET Settings (Windows)** (on page 88).

## Website Hosting

The **Website** hosting means that a website is physically located on the server.

For the website hosting type you can specify:

**Document root.** The location of the directory where all files and subdirectories of the site will be kept. You can use the default directory httpdocs or specify another directory.

**Preferred domain.** Typically, any website is available on two URLs: with the www prefix (like in www.example.com) and without it (like in example.com). We recommend that you always redirect visitors to one of these URLs (typically to the non-www version). For example, after you set the Preferred domain to the non-www version (example.com), site visitors will be redirected to this URL even if they specify www.example.com in their browsers.

Panel uses the search engine friendly HTTP 301 code for such a redirection. This allows preserving search engine rankings of your site (preferred domain). If you turn off the redirection by choosing **None**, search engines will treat both URL versions (www and non-www) as URLs of different sites. As a result, rankings will be split between these URLs.

## Forwarding

You can make one or more registered domain names to point to the same physical website, by using the domain name forwarding. This allows automatic redirection of visitors from the URL they specify in a browser to a site with a different URL. For example, visitors of the site www.example.com can be redirected to www.somedomain.tld. There are two types of forwarding in Panel: the standard and frame forwarding.

### Standard Forwarding

With the **Standard forwarding**, users who have been redirected to another URL can see the destination URL in the browser address bar.

Depending on how long you intend to use the redirection, you can select the type of redirection – Moved permanently (code 301) or Moved temporarily (code 302). These are HTTP response codes which Panel sends to browsers to perform the redirection. From visitors' point of view, the response code does not matter: in both cases they will be simply redirected to the destination URL. For search engines, the code defines how they should treat the redirected site and affects search engine rankings.

- **Moved permanently (code 301)**

Use this redirection type if you want to keep search engine rankings of your site after moving it permanently to another address. For example, if example1.com has been moved permanently to the domain example2.com, the rankings will not be split between example1.com and example2.com – search engine crawlers will treat them as a single website.

- **Moved temporarily (code 302).**



Use this redirection type when the destination domain is used temporarily, for example, when you are testing a new version of your site with real visitors while keeping the old version intact. If you set this redirection for a newly created destination domain, this domain will not be indexed by search engines.

## Frame Forwarding

With the **Frame forwarding**, when visitors are redirected to another site, the address bar of their browsers continues to show the source URL. Thus, visitors remain unaware of the redirection. This is called frame forwarding as the index page of the source site contains a frame with the destination site.

## Domains Without Web Hosting

You can switch off web service and use only email services under that domain (**Websites & Domains** tab > domain name > the **Change** link > the **No web hosting** option).

## Changing FTP Access Credentials

### To change FTP account username or password:

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the webspace where the website is hosted.
2. Click the **Websites & Domains** tab.
3. Click **Web Hosting Access**.
4. Type a new username or password.
5. Click **OK**.

## Adding FTP Accounts

If you are working on your website together with someone else or host subdomains for other users, you might want to create separate FTP accounts for them.

### To create an additional FTP account:

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Click the **Websites & Domains** tab.
3. Click **FTP Access**.
4. On the **Additional FTP Accounts** tab, click **Create Additional FTP Account**.
5. Specify the following:
  - **FTP account name**. Type an arbitrary name.

- **Home directory.** Select the directory to which the user will be taken when he or she connects to the FTP account.
- **FTP password.**
- **Hard disk quota** (on Windows hosting). To limit the amount of disk space on the server that the FTP user can occupy, clear the **Unlimited** checkbox next to the **Hard disk quota** box, and type the amount of disk space in megabytes.
- **Read permission** (on Windows hosting). To allow the FTP user to view the contents of the home directory and download files from it, select the **Read permission** checkbox.
- **Write permission** (on Windows hosting). To allow the FTP user to create, view, rename and delete directories in the home directory, select the **Write permission** checkbox.

On Windows hosting, if you do not grant any permissions, a connection to the FTP account will be made, but the contents of the home directory will not be shown to the user.

6. Click **OK**.

### To change the properties of an additional FTP account:

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Click the **Websites & Domains** tab.
3. Click **FTP Access**.
4. On the **Additional FTP Accounts** tab, click the required FTP account name in the list.
5. Make the required changes and click **OK**.

### To remove an additional FTP account:

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Click the **Websites & Domains** tab.
3. Click **FTP Access**.
4. On the **Additional FTP Accounts** tab, select the checkbox corresponding to the FTP account you want to remove and click **Remove**.
5. Confirm removal and click **OK**.

## Setting Up Anonymous FTP Access

If your site is hosted on a dedicated IP address (not shared by other users or sites), you can set up a directory within the site, where other users will be able to anonymously download or upload files through FTP. Once

anonymous FTP is switched on, the users will be able to log in to the directory at an address like ftp://ftp.your-domain.com with the "anonymous" username and any password.

### To allow anonymous FTP access:

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Click the **Websites & Domains** tab.
3. Click **FTP Access**.
4. Click the **Anonymous FTP** tab.
5. Do the following:
  - a. To activate anonymous FTP service, click **Switch On**.
  - b. To set up a welcoming message to be displayed when users log in to FTP site, select the **Display login message** checkbox and type the message text in the input field as desired.

Note that not all FTP clients display welcoming messages.

- c. To allow visitors to upload files to the /incoming directory, select the **Allow uploading to incoming directory** checkbox.
- d. To allow users to create subdirectories in the /incoming directory, select the **Allow creation of directories in the incoming directory** checkbox.
- e. To allow downloading files from the /incoming directory, select the **Allow downloading from the incoming directory** checkbox.
- f. To limit the amount of disk space that can be occupied by uploaded files, clear the **Unlimited** checkbox corresponding to the **Limit disk space in the incoming directory** option, and specify the amount in kilobytes.

This is the hard quota: The users will not be able to add more files to the directory when the limit is reached.

- g. To limit the number of simultaneous connections to the anonymous FTP server, clear the **Unlimited** checkbox corresponding to the **Limit number of simultaneous connections** option and specify the number of allowed connections.
- h. To limit the bandwidth for anonymous FTP connections, clear the **Unlimited** checkbox corresponding to the **Limit download bandwidth for this virtual FTP domain** option and enter the maximum bandwidth in kilobytes per second.

6. Click **OK**.

### To change settings for anonymous FTP service or switch it off:

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Click the **Websites & Domains** tab.
3. Click **FTP Access**.
4. Click the **Anonymous FTP** tab.

5. Perform the operation you need:

- Adjust the settings as required and click **OK**.
- To switch off the anonymous FTP service, click **Switch Off**.

## 6. Scheduling Tasks

If you need to run scripts on your hosting account at specific time, use the task scheduler in the Panel to make the system automatically run the scripts for you.

### Scheduling Tasks (Linux)

If you need to run scripts on your hosting account at specific time, use the task scheduler in the Panel to make the system automatically run the scripts for you.

During installation of the Panel, the following tasks are automatically created:

- autoreport.php – delivers daily, weekly and monthly reports on domains (three separate tasks)
- backupmng – initiates scheduled backing up of domains once every 30 minutes
- statistics – generates statistics on resource usage by domains
- mysqldump.sh - creates a backup copy of three MySQL databases: psadump, MySQL, and Horde databases

As all these tasks are related to statistics, databases, and reports, it is strongly recommended that you neither change nor remove them.

#### To schedule a task:

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Scheduled Tasks**.
3. Click **Schedule New Task**.
4. Leave the **Switched on** checkbox selected.
5. Specify when to run your command:
  - **Minute** - enter the value from 0 to 59
  - **Hour** - enter the value from 0 to 23
  - **Day of the month** - enter the value from 1 to 31
  - **Month** - enter the value from 1 to 12, or select the month from a drop-down box
  - **Day of the week** - enter the value from 0 to 6 (0 for Sunday), or select the day of the week from a menu.

You can schedule the time using the UNIX crontab entry format. In this format, you can:

- Enter several values separated by commas. Two numbers separated by a hyphen mean an inclusive range. For example, to run a task on the 4th, 5th, 6th, and 20th of a month, type 4-6,20.
- Insert an asterisk to specify all values allowed for this field. For example, to run a task daily, type \* in the **Day of the month** text box.

To schedule the task to run every Nth period, enter the combination \*/N, where N is a value for this field (minute, hour, day, month). For example, \*/15 in the **Minute** field schedules the task to start every 15 minutes.

You can type the contracted names of months and days of the week, which are the first three letters: Aug, Jul, Mon, Sat and so on. However, the contracted names cannot be separated with commas or used together with numbers.

6. Specify which command to run. Type into the **command** input box.

For example, if you want to run the backup creation task at the specified time and have the backup file sent to your email you will need to specify the following command in the **command** input box:

```
/usr/local/psa/admin/sbin/backupmng
```

7. Click **OK**.

#### To receive notifications when the tasks are started:

1. Go to the Websites & Domains tab → Scheduled Tasks.
2. Click settings and specify the notification policy.

#### To temporarily suspend execution of a scheduled task:

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the subscription menu at the top of the screen, select the required workspace.
2. Go to the Websites & Domains tab → scheduled tasks
3. Locate the task that you want to suspend and click the corresponding link in the command column
4. Clear the switched on checkbok and click OK.

#### To resume execution of a scheduled task:

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Scheduled Tasks**.
3. Locate the task whose execution you want to resume and click the corresponding link in the **Command** column.
4. Select the **Switched on** checkbox and click **OK**.

## To cancel a task:

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Scheduled Tasks**.
3. Select a checkbox to the left of the task that you want to cancel and click **Remove**.
4. Confirm removal and click **OK**.

## Scheduling Tasks (Windows)

If you need to run scripts on your hosting account at specific time, use the task scheduler in the Panel to make the system automatically run the scripts for you.

During installation of the Panel, the following tasks are automatically created:

- Update antivirus database – updates Parallels Premium Antivirus database.
- Statistics calculation - generates statistics on resource usage, such as traffic and disk space.

As all these tasks are related to site statistics, databases and reports, it is strongly recommended that you neither change nor remove them.

## To schedule a task:

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Scheduled Tasks**.
3. Click **Schedule New Task**.
4. Leave the **Switched on** checkbox selected if you want your scheduled task to be active immediately after the creation.
5. Type a name for your task in the **Description** field.
6. In **Scheduler notification**, specify whether the scheduler should notify you when it runs this task. The following options are available:
  - **Switched off** - do not notify you.
  - **Send to the default e-mail** - send the notification to your default e-mail address.
  - **Send to the e-mail I specify** - send the notification to the e-mail specified in the corresponding field. After selecting this option, you need to type the required e-mail address in the field on the right.
7. Specify which command or executable file to run. Type it into the **Path to executable file** input box. If you need to run the command with certain options, type them in the **Arguments** field.
  - For example, if you want to run the statistics calculation task to count disc space and see more detailed information for the example.com and example.net domains, you need to specify the following path in the **Path to executable file** input box:

C:\Program Files\Parallels\Parallels Panel\admin\bin\statistics.exe

and the following options in the **Arguments** field:

--disk-usage --process-domains=example.com, example.net --verbose **230 Scheduling Tasks**

- If you want to run your own PHP script using the task scheduler, you need to specify the following path in the **Path to executable file** input box:

C:\Program Files (x86)\Parallels\Parallels Panel\Additional\PleskPHP5\php.exe

and specify the script location in the **Arguments** field:

C:\inetpub\vhosts\mydomain.tld\httpdocs\myscript.php

**8.** Select the appropriate priority in the **Task priority** field. Task priority can be set to **Low**, **Normal** or **High**.

**9.** Specify when to run your command by selecting the appropriate checkboxes in the **Hours**, **Days of month**, **Months** or **Days of week** fields.

**10.** Click **OK** to schedule the task or click **Run Now** to schedule the task and immediately run it

### To temporarily suspend execution of a scheduled task:

- 1.** If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
- 2.** Go to the **Websites & Domains** tab > **Scheduled Tasks**.
- 3.** Choose a task that you want to suspend and click the corresponding link in the **Description** column.
- 4.** Clear the **Switched on** checkbox.
- 5.** Click **OK**.

### To resume execution of scheduled task:

- 1.** If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
- 2.** Go to the **Websites & Domains** tab > **Scheduled Tasks**.
- 3.** Choose a task whose execution you want to resume and click the corresponding link in the **Description** column.
- 4.** Select the **Switched on** checkbox.
- 5.** Click **OK**.

### To cancel a task:

- 1.** If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
- 2.** Go to the **Websites & Domains** tab > **Scheduled Tasks**.

3. Select a checkbox to the left of the task that you want to cancel and click **Remove**.
4. Confirm removal and click **OK**.