

**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   <b>Site:</b> <a href="#">Sharepointsite Name</a>   <b>SharePoint</b>   <b>SubTabs:</b> General; Security; Application Pool	Select any of the Tabs for additional detail.
Delete a SharePoint Site	Hosting   SharePoint   Sites   <b>Chbx:</b> <a href="#">Site Name</a>   [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   <b>Chbx:</b> <a href="#">Service User Name</a>   [Delete]	Removes SharePoint access for the selected User.
Adding Administrators	My Account   Users   <b>Login Name:</b> <a href="#">Username</a>   <b>Roles</b>   [Add Element]   <b>Ckbx:</b> 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   <b>Domain Name:</b> <a href="#">Domainname.com</a>   <b>Summary</b>	May edit DNS record details through this function.
Change DNS Hosting	Hosting   Domain Overview   Domain Administration   <b>Domain Name:</b> <a href="#">Domainname.com</a>   <b>DNS</b>   <b>DNS Hosting</b>   [Change DNS Hosting to Internal/External]	Point where you want your DNS records hosted.
Add DNS Records	Hosting   Domain Overview   Domain Administration   <b>Domain Name:</b> <a href="#">Domainname.com</a>   <b>DNS</b>   <b>DNS Records</b>   [Add new DNS record]	Update your DNS with specific information (A Record, MX Record, etc.).
View/Modify DNS Records	Hosting   Domain Overview   Domain Administration   <b>Domain Name:</b> <a href="#">Domainname.com</a>   <b>DNS</b>   <b>DNS Records</b>   <b>Host:</b> <a href="#">Domain DNS Record</a>	Modify current DNS Record settings.

**LEGEND FOR MENU NAVIGATION**

 Menu | Structure [Buttons] *Tab or Sub-Tab* [Hyperlink](#) **Column Name, Checkbox, Radio button etc:** *Instruction*
**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   <b>Chbx: Display Name</b>   [Change Domain]   <b>DropDown Menu:</b> Domainname.com	The selected domain will be the PRIMARY domain for the Service User.
Modify Service User Details	Hosting   Service Users   <b>Display Name:</b> <a href="#">ServiceUser Name</a>   <b>Tabs:</b> 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   <b>Login Name:</b> <a href="#">Username</a>   <b>Roles</b>   [Add Element]   <b>Ckbx:</b> 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   <b>Login Name:</b> <a href="#">Username</a>   <b>Roles</b>   <b>Ckbx:</b> 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. Apptix 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 Apptix the host of your DNS records for the domain specified.
Renew Existing Domain	Billing   Domain Management   Renew   <b>Radio button:</b> <a href="#">Domain Name</a>   [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   <b>Radio button:</b> <a href="#">Plan</a>   [Renew]   <i>Select Subscription Period</i>	Maintains active use of your hosted services.
Buy a New Subscription	Billing   Subscription Management   Buy New Subscription   <b>Radio button:</b> 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   <b>Plan:</b> <a href="#">Subscription Plan</a>   <b>Click Here to Buy:</b> <a href="#">Upgrade</a>   <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   <b>Type:</b> <a href="#">Credit Card</a>   <i>Edit as needed</i>	Use to change or update credit card information.