

dinManage Timezone Feature

User Guide

Version 1.0

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Disclaimer: Data/ records shown in the images are used for illustrative purposes only and have no relation to original data; this data has been used solely to explain system functionality. Please enter original data in the system when using the system.

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Chapter 1

Ordering Products & Services

Overview

The Order Cloud placement features of dinManage allow users to submit new orders for products and services as well as maintain the entire history of orders. dinManage also allow users to view status of all their current orders.

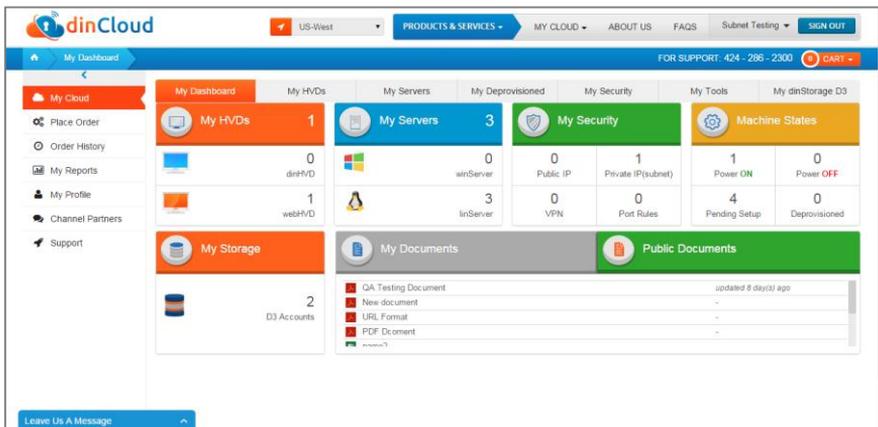
This chapter includes instructions on completing the various tasks that you can perform using the order placement features available in dinManage.

Ordering a New dinServer Windows

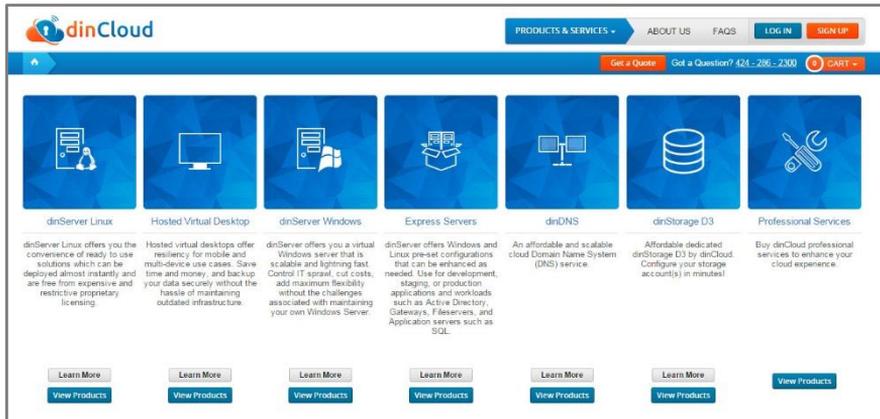
To place an order for a new dinServer Windows, you will be required to perform the following steps:

- 1 Using a supported browser, log in to your dinManage account.

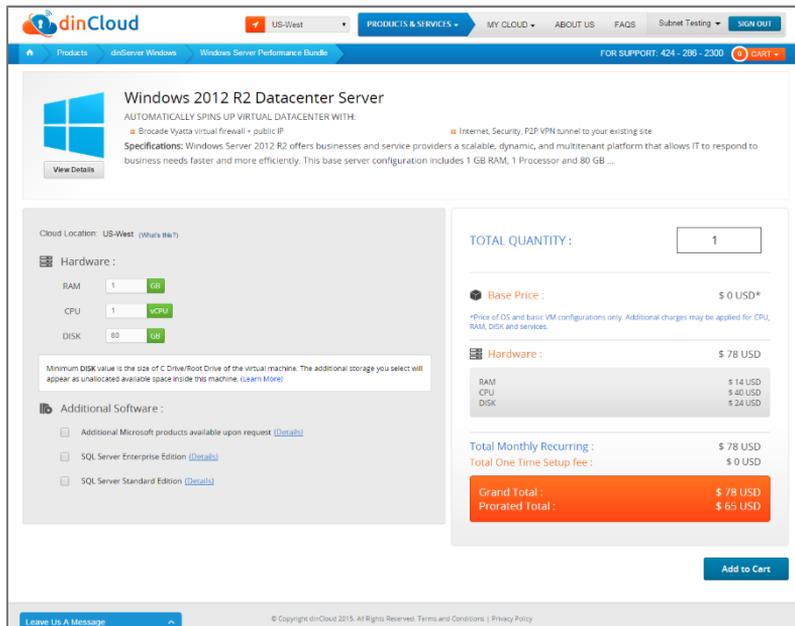
The dinManage Homepage displays.



- In the left menu, click [Place Order].
- The Products we offer screen displays.



- Click [View Products] in the **dnServer Windows** box.
 - On the next screen, review the list of available servers and their specifications, and then click [Configure & Buy] for the selected server.
- The Configuration screen displays.



- 5 Review the location of your selected VM in the **Cloud Location** field. To modify the VM location you can select a different datacenter location from the **Select Datacenter** drop-down menu on top of your screen.
- 6 Configure the CPU, RAM and DISK of the Windows dinServer by entering the required quantities of these resources. The price will be updated accordingly.



By default you are provided 1 GB RAM, 1 Core Processor and 80GB of Disk space.

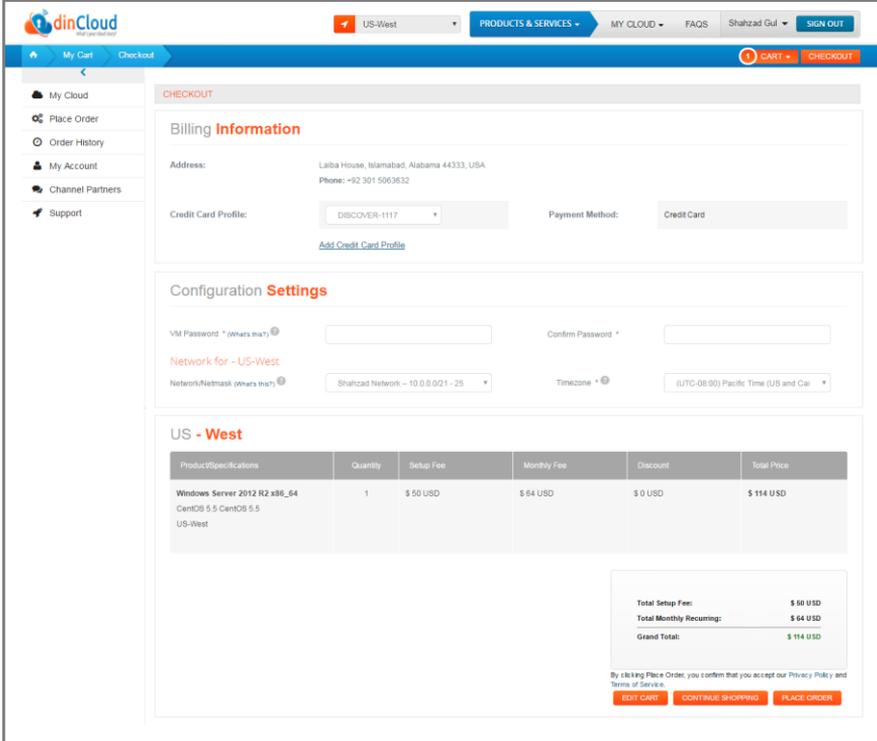
- 7 Select any **Additional Software** that you require for your HVD.
- 8 Enter the number of servers you'd like to purchase in the **Total Quantity** field and then click [Add to Cart].
- 9 If you want to review your order, click [Cart] → [View Cart] on the top right corner of your screen.

The My Cart screen displays.



- 10 For more information about modifying or updating your cart, refer to *Chapter 4 Managing Shopping Cart* in the *dinManage User Guide*.
- 11 Click [Checkout] on the top right corner of your screen to place your order.

The Checkout screen displays.



Checkout

Billing Information

Address: Laiba House, Islamabad, Alabama 44333, USA
 Phone: +92 301 5063632

Credit Card Profile: DISCOVER-1117 Payment Method: Credit Card

[Add Credit Card Profile](#)

Configuration Settings

VM Password * (others may): Confirm Password *

Network for - US-West
 Network/Netmask (others may): Shahzad Network - 10.0.0.0/21 - 25 Timezone: (UTC-08:00) Pacific Time (US and Ca)

US - West

Product/Specifications	Quantity	Setup Fee	Monthly Fee	Discount	Total Price
Windows Server 2012 R2 x86_64 CentOS 5.5 CentOS 5.5 US-West	1	\$ 50 USD	\$ 64 USD	\$ 0 USD	\$ 114 USD

Total Setup Fee: \$ 50 USD
 Total Monthly Recurring: \$ 64 USD
 Grand Total: \$ 114 USD

By clicking Place Order, you confirm that you accept our Privacy Policy and Terms of Service.

[EDIT CART](#) [CONTINUE SHOPPING](#) [PLACE ORDER](#)

- 12 If you are not a **Net Term** user and also haven't setup your credit card profile, refer to the *Creating a Credit Card Profile* section of *Chapter 2 Managing User Profiles* in the *dinManage User Guide*. Otherwise, review your **Billing Information** displayed on top of the Checkout screen, and select an existing credit card profile from the **Credit Card Profile** drop-down menu. You can also add a new Credit Card Profile to use for this order by clicking [Add Credit Card Profile].



If you are a Net Term user, you do not need to make any payments right now, you will be invoiced and you will have to pay based on agreed payment terms.

- 13 In the next section of the Checkout screen, you can configure your new Server (VM). Enter a new password that you want to assign to the VM in the **VM Password** text field.
- 14 Enter the same password again in the **Confirm Password** text field.

- 15 Select the relevant network and netmask record that you will like to assign to your machine from the **Network/Netmask** drop-down menu.



If you are an existing user and have not already set-up a network, you will be required to enter **network** and **netmask** information in the relevant fields (which, in this case, appear instead of the drop-down menu), before you can place order.

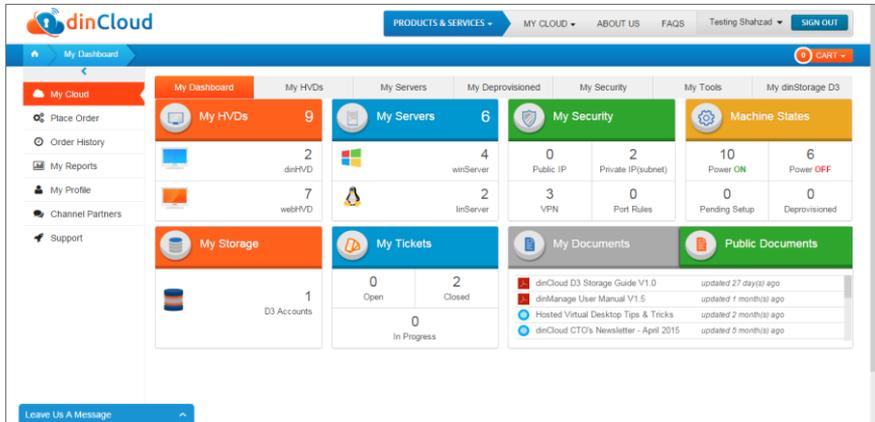
- 16 Select the time zone that you want to apply to your new VM, from the **Timezone** drop-down menu.
- 17 Click [Place Order] to complete order placement. A confirmation message displays on your screen.

Ordering a New Hosted Virtual Desktop

To place an order for a new Hosted Virtual Desktop (HVD), you will be required to perform the following steps:

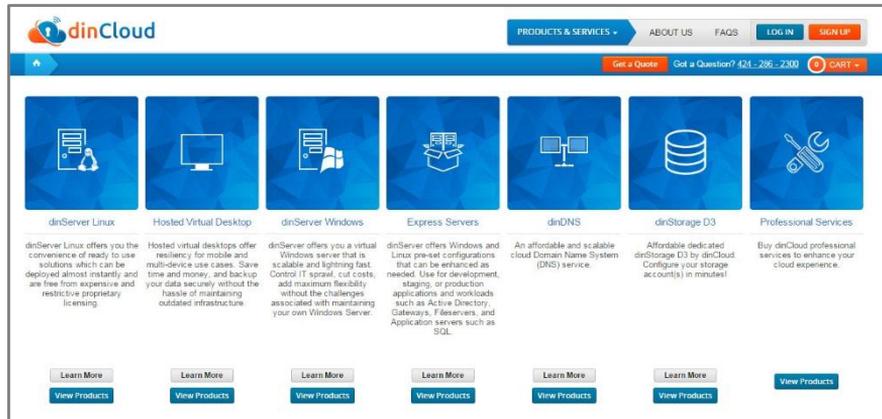
- 1 Using a supported browser, log in to your dinManage account.

The dinManage Homepage displays.



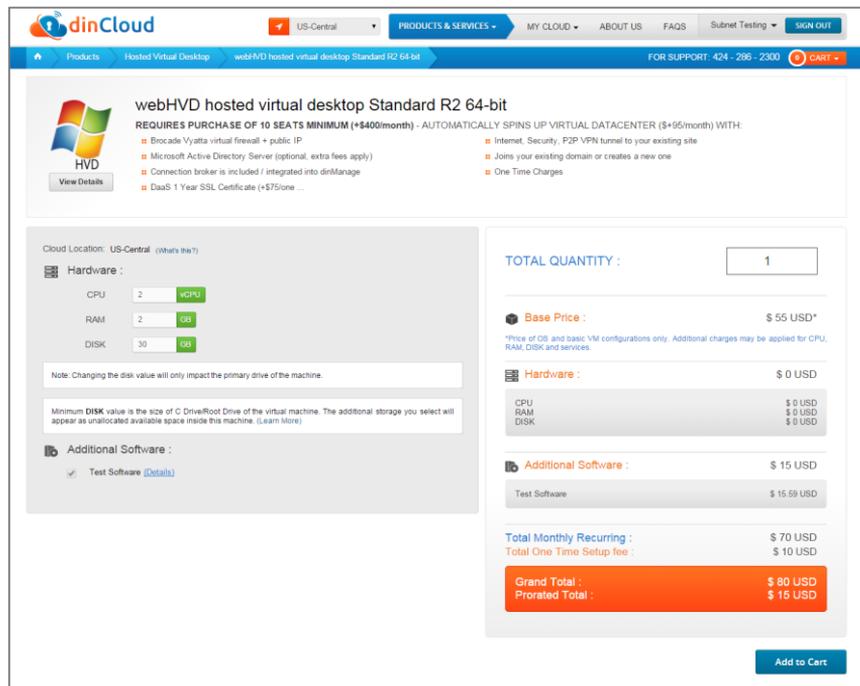
- 2 In the left menu, click [Place Order].

The Products we offer screen displays.



- 3 Click [View Products] in the **Hosted Virtual Desktop** box.
- 4 On the next screen, review the list of available HVDs and their specifications, and then click [Configure & Buy] for the selected HVD.

The Configuration screen displays.



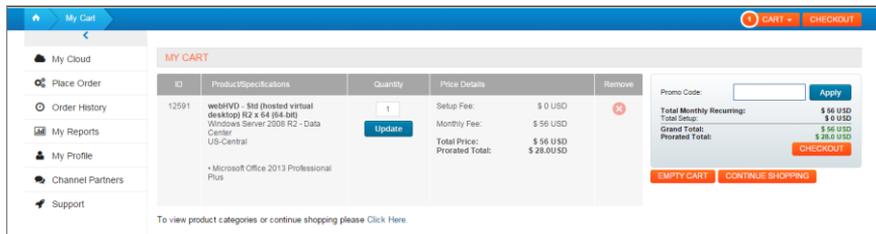
- 5 Review the location of your selected VM in the **Cloud Location** field. To modify the VM location you can select a different datacenter location from the **Select Datacenter** drop-down menu on top of your screen.
- 6 Configure the CPU, RAM and DISK of the HVD by entering the required quantities of these resources. The price will be updated accordingly.



By default you are provided 3 GB RAM, 2 Processors and 60GB of Disk space.

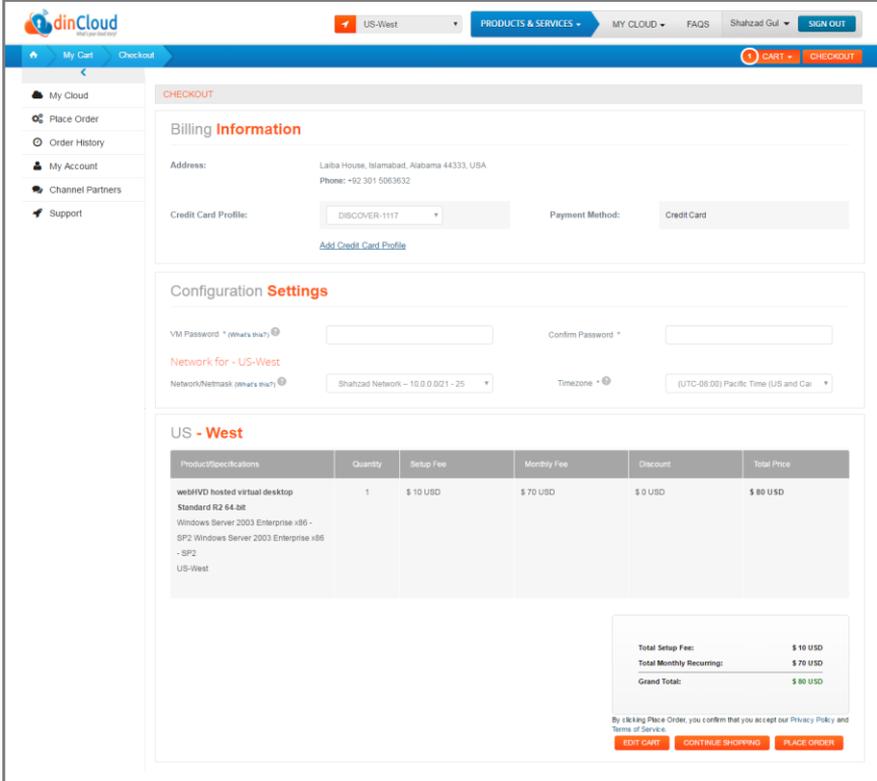
- 7 Select any **Additional Software** that you require for your HVD.
- 8 Enter the number of HVDs you'd like to purchase in the **Total Quantity** field and then click [Add to Cart].
- 9 If you want to review your order, click [Cart] → [View Cart] on the top right corner of your screen.

The My Cart screen displays.



- 10 For more information about modifying or updating you cart, refer to *Chapter 4 Managing Shopping Cart* in the *dinManage User Guide*.
- 11 Click [Checkout] on the top right corner of your screen to place your order.

The Checkout screen displays.



Checkout

Billing Information

Address: Laiba House, Niamabad, Alabama 44333, USA
 Phone: +92 301 5063632

Credit Card Profile: DISCOVER-1117 Payment Method: Credit Card

Configuration Settings

VM Password * (min:8 char) Confirm Password *

Network for - US-West
 Network/Netmask (min:8 char) Timezone *

US - West

Product/Specifications	Quantity	Setup Fee	Monthly Fee	Discount	Total Price
webHVD hosted virtual desktop Standard R2 64-bit Windows Server 2003 Enterprise x86 - SP2 Windows Server 2003 Enterprise x86 - SP2 US-West	1	\$ 10 USD	\$ 70 USD	\$ 0 USD	\$ 80 USD

Total Setup Fee: \$ 10 USD
 Total Monthly Recurring: \$ 70 USD
 Grand Total: \$ 80 USD

By clicking Place Order, you confirm that you accept our Privacy Policy and Terms of Service.

- 12 If you are not a **Net Term** user and also haven't setup your credit card profile, refer to the *Creating a Credit Card Profile* section of *Chapter 2 Managing User Profiles* in the *dinManage User Guide*. Otherwise, review your **Billing Information** displayed on top of the **Checkout** screen, and select an existing credit card profile from the **Credit Card Profile** drop-down menu. You can also add a new Credit Card Profile to use for this order by clicking [Add Credit Card Profile].



If you are a Net Term user, you do not need to make any payments right now, you will be invoiced and you will have to pay based on agreed payment terms.

- 13 In the next section of the Checkout screen, you can configure your new HVD (VM). Enter a new password that you want to assign to the VM in the **VM Password** text field.

- 14 Enter the same password again in the **Confirm Password** text field.
- 15 Select the relevant network and netmask record that you will like to assign to your machine from the **Network/Netmask** drop-down menu.



If you are an existing user and have not already set-up a network, you will be required to enter **network** and **netmask** information in the relevant fields (which, in this case, appear instead of the drop-down menu), before you can place order.

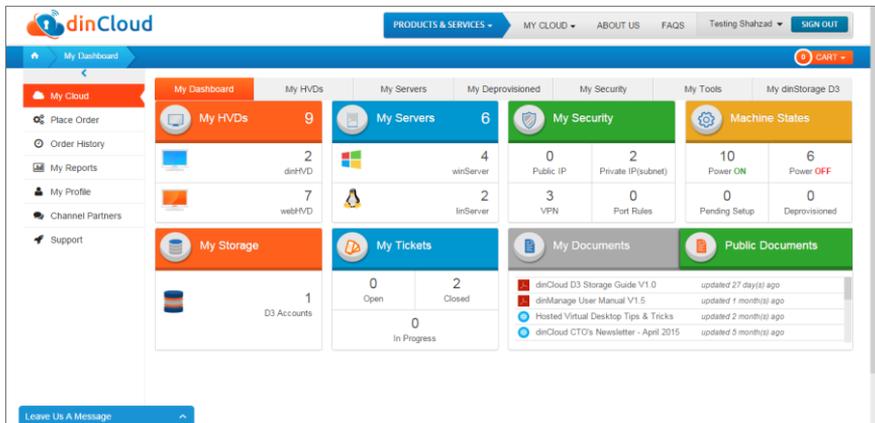
- 16 Select the time zone that you want to apply to your new VM, from the **Timezone** drop-down menu.
- 17 Click [Place Order] to complete order placement. A confirmation message displays on your screen.

Ordering a New dinServer Linux

To place an order for a new dinServer Linux, you will be required to perform the following steps:

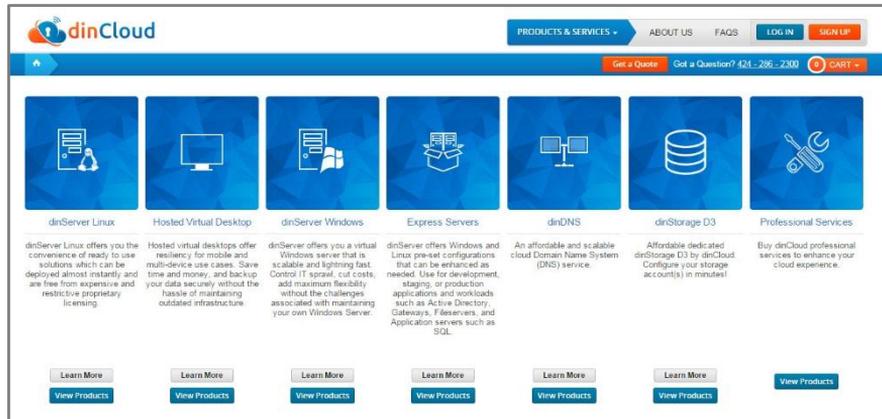
- 1 Using a supported browser, log in to your dinManage account.

The dinManage Homepage displays.



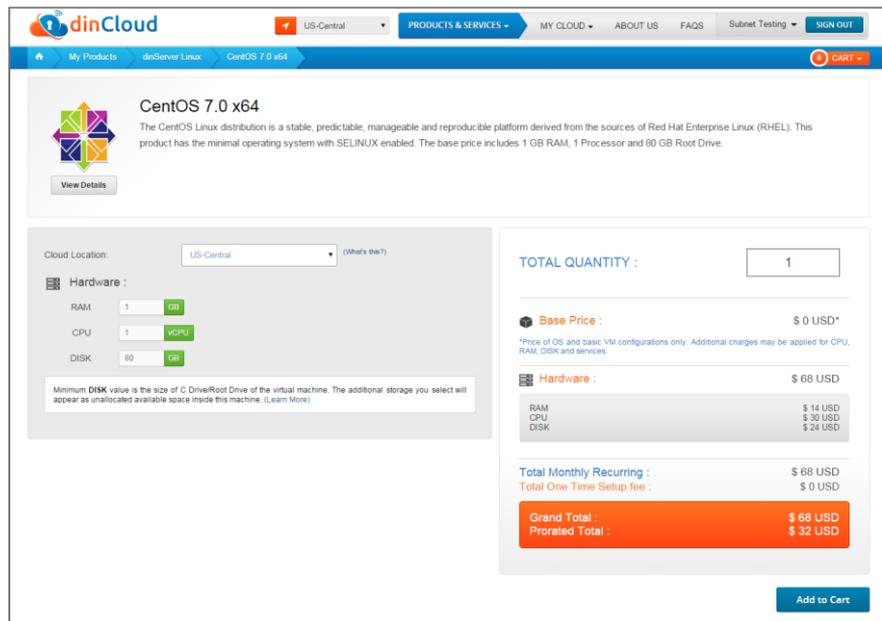
- 2 In the left menu, click [Place Order].

The Products we offer screen displays.



- 3 Click [View Products] in the **dinServer Linux** box.
- 4 On the next screen, review the list of available servers and their specifications, and then click [Configure & Buy] for the selected server.

The Configuration screen displays.



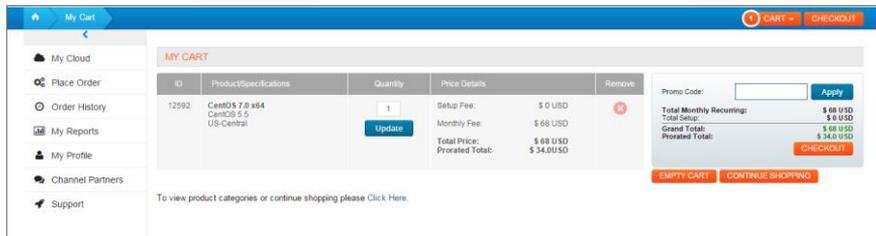
- 5 Review the location of your selected VM in the **Cloud Location** field. To modify the VM location you can select a different datacenter location from the **Select Datacenter** drop-down menu on top of your screen.
- 6 Configure the CPU, RAM and DISK of the dinServer Linux by entering the required quantities of these resources. The price will be updated accordingly.



By default you are provided 1 GB RAM, 1 Core Processor and 80GB of Disk space.

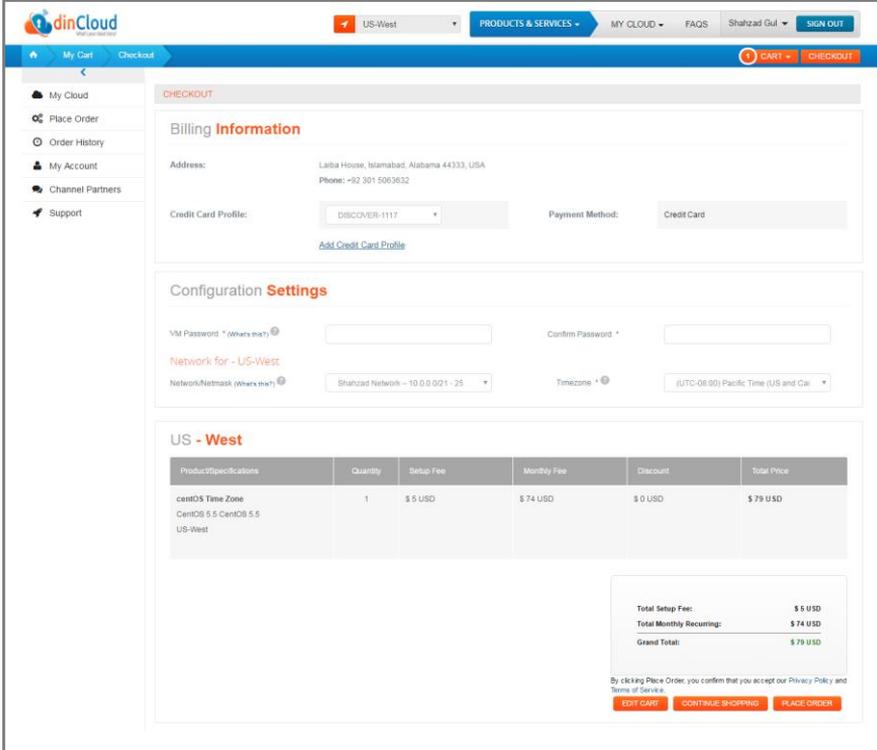
- 7 Enter the number of servers you'd like to purchase in the **Total Quantity** field and then click [Add to Cart].
- 8 If you want to review your order, click [Cart] → [View Cart] on the top right corner of your screen.

The My Cart screen displays.



- 9 For more information about modifying or updating your cart, refer to *Chapter 4 Managing Shopping Cart* in the *dinManage User Guide*.
- 10 Click [Checkout] on the top right corner of your screen to place your order.

The Checkout screen displays.



- 11 If you are not a **Net Term** user and also haven't set up your credit card profile, refer to the *Creating a Credit Card Profile* section of *Chapter 2 Managing User Profiles* in the *dinManage User Guide*. Otherwise, review your **Billing Information** displayed on top of the Checkout screen, and select an existing credit card profile from the **Credit Card Profile** drop-down menu. You can also add a new Credit Card Profile to use for this order by clicking [Add Credit Card Profile].



If you are a Net Term user, you do not need to make any payments right now, you will be invoiced and you will have to pay based on agreed payment terms.

- 12 In the next section of the Checkout screen, you can configure your new Server (VM). Enter a new password that you want to assign to the VM in the **VM Password** text field.
- 13 Enter the same password again in the **Confirm Password** text field.

- 14 Select the relevant network and netmask record that you will like to assign to your machine from the **Network/Netmask** drop-down menu.



If you are an existing user and have not already set-up a network, you will be required to enter **network** and **netmask** information in the relevant fields (which, in this case, appear instead of the drop-down menu), before you can place order.

- 15 Select the time zone that you want to apply to your new VM, from the **Timezone** drop-down menu.
- 16 Click [Place Order] to complete order placement. A confirmation message displays on your screen.

Chapter 2

Cloning Virtual Machines

Overview

The VM Cloning feature provide customers with the ability to use their existing virtual machines to clone and provision new virtual machines with the exact same specifications as that of the original.

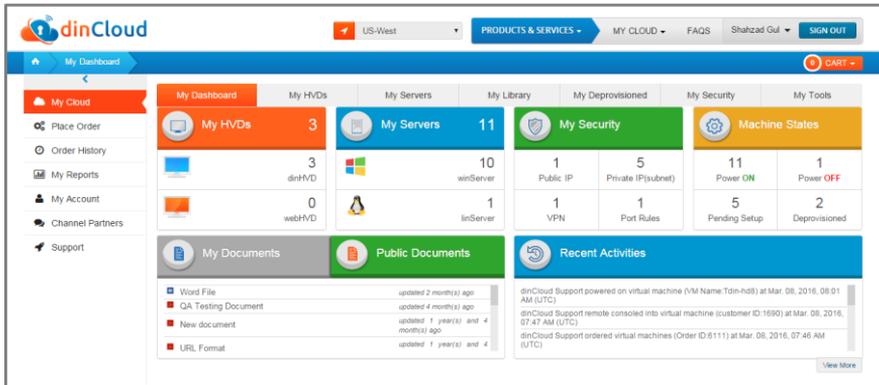
This chapter includes instructions about creating new VMs from an existing VM using the dinManage VM Cloning feature.

Cloning Existing VM to a New VM

To create a clone of an existing VM with the same configuration and data, you will be required to perform the following steps:

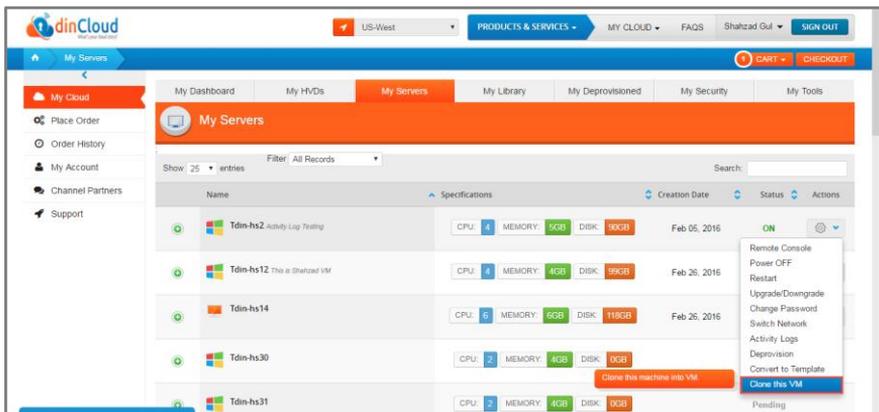
- 1 Using a supported browser, log in to your dinManage account.

The dinManage Homepage displays.



- 2 Click [My HVDs] or [My Servers], depending on whether the VM you want to clone is an existing HVD or Server.

The My Servers screen displays.



- 3 Click  → Clone this VM under the **Actions** column, for the relevant VM.

The Clone this VM dialog displays.

Clone this VM X

You are about to clone Tdin-hs2.

The machine will be powered off and will not be accessible during the cloning and provisioning process. Click 'Submit' to continue with this action.

Total Price: \$315

Quantity:

Promo Code:

Select Credit Card Profile:

Machine configuration Settings:

Select Network:

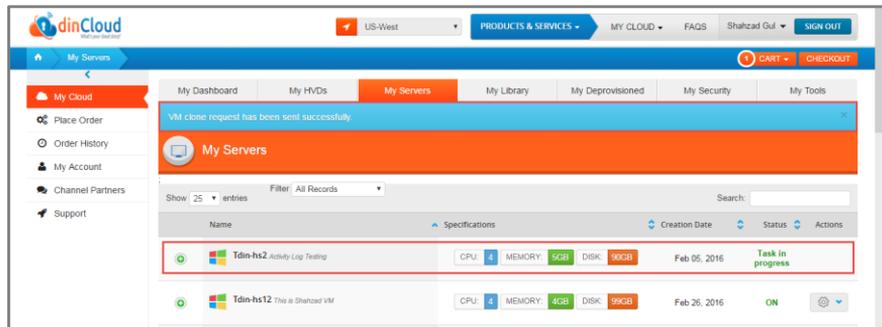
Select Timezone:

Admin Password * ? (What's this?)

Confirm Password

- 4 Review the price of the resulting new VM, in the **Total Price** label. This price will automatically adjust and update if you enter a different quantity of VM clones required, or a valid promo code.
- 5 Enter quantity of the VM clones required, in the **Quantity** field.
- 6 Enter a valid promo code for this transaction, if available, in the **Promo Code** field.
- 7 Select an active credit card profile that you want to use for this purchase, from the **Select Credit Card Profile**. If you are a Net Term user, you can skip this step.

- 8 Under the **Machine Configuration Settings** section, you can configure your new VM. Select the relevant network that you will like to assign to your machine from the **Select Network** drop-down menu.
- 9 Enter a new password that you want to assign to the VM in the **Admin Password** text field.
- 10 Enter the same password again in the **Confirm Password** text field.
- 11 Select the time zone that you want to apply to your new VM, from the **Select Timezone** drop-down menu.
- 12 Click [Submit] to submit your request to clone this VM.
- 13 A confirmation message displays and the source VM used to create a new VM clone displays Task in progress under the **Status** column.



- 14 You will also receive a notification email, confirming that your VM cloning request is received and is being processed. Once your request is completed you can start using the new VMs that appear in your My Servers section, like a regular VM.

Important Notes

- 1 The discounts that are applicable on the order, as per the customers profile shall be applied to the **Total Price** figure.
- 2 **Promo** Code, if entered, will be verified, and then the rule associated with the Promo code shall be applied to the **Total Price** figure.
- 3 The source machine shall become unavailable for any action (Power Off, Power On, Upgrade, Downgrade, etc.) through the duration of the cloning process.