

CloudEdge Admin Console Manual

In this manual, we are going to discuss how to use the admin Console
In order to perform multiple functions for your WorldPosta CloudEdge

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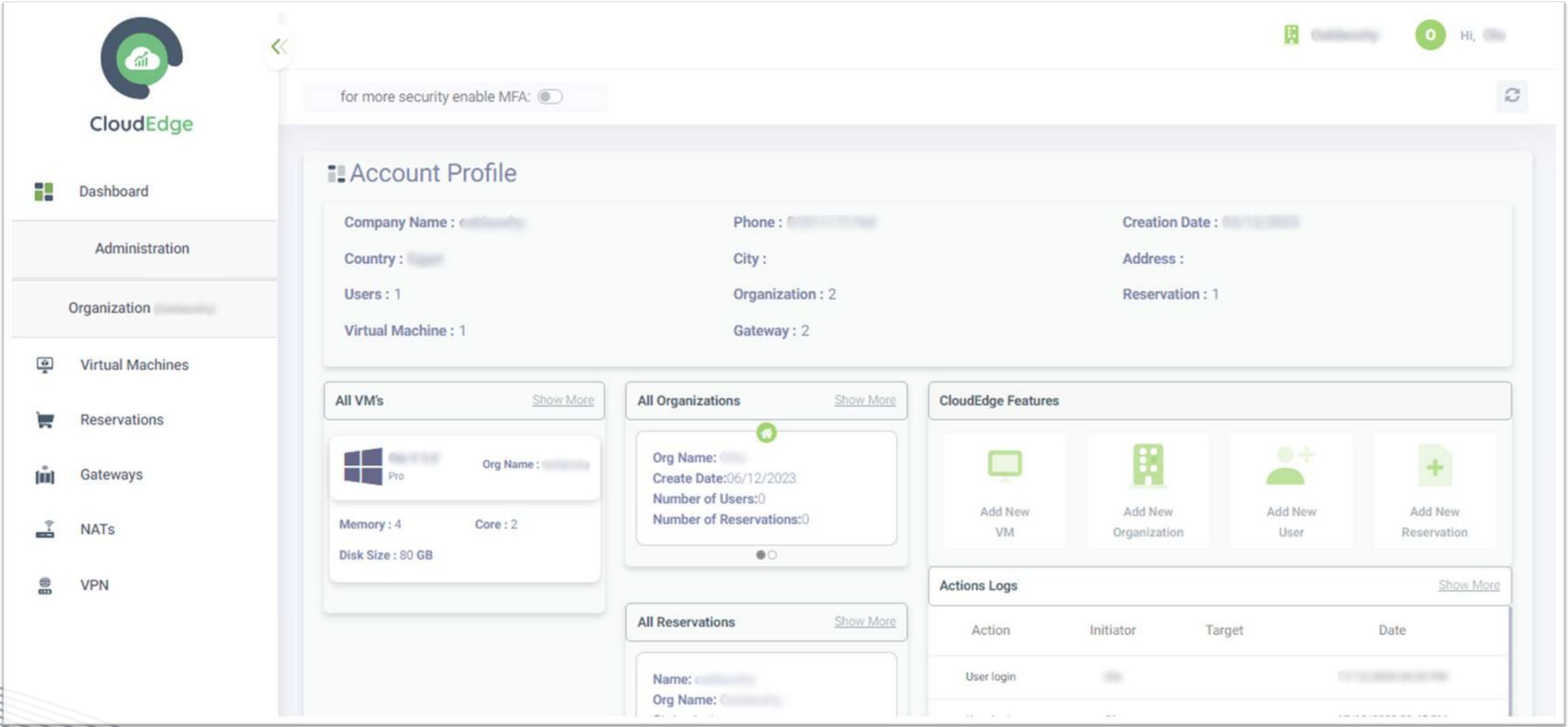
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1-Dashboard

The Dashboard is your central hub for managing and monitoring your account. Following, are the key actions you can take.



1-Dashboard

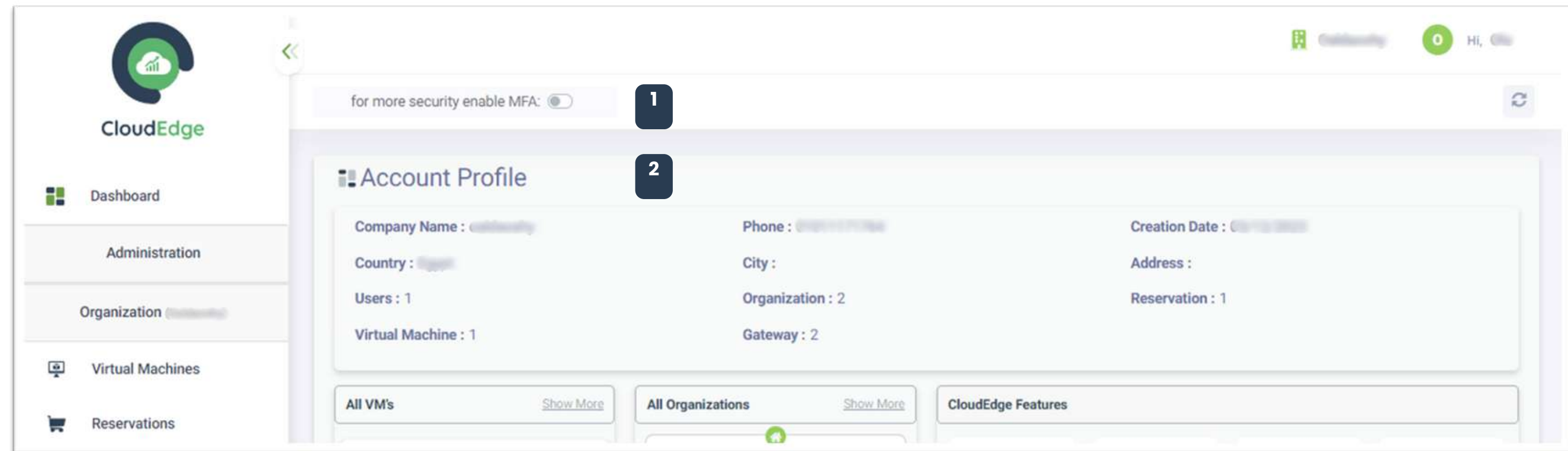
1. Enable Multi-Factor Authentication (MFA):

Once enabled, each login attempt will trigger the sending of a **security code** to your **email address**.

This code must be used for login, providing an added layer of security.

2. View Account Profile:


Review your personal information in your account profile.



1-Dashboard

- **Overview of Existing Assets:**
Get a quick overview of your current **VMs**, **Organizations**, **Reservations**, and **Actions Logs**.
- **Easily add new:**
 1. Virtual Machines (VMs)
 2. Organizations.
 3. Users
 4. Reservations.by following the provided **buttons** within the dashboard.

All VM'sShow More


 Pro

Org Name : CloudEdge

Memory : 4Core : 2

Disk Size : 80 GB

All OrganizationsShow More



Org Name: CloudEdge

Create Date: 18/12/2023

Number of Users:0

Number of Reservations:0

All ReservationsShow More

Name: CloudEdge

Org Name: CloudEdge


State: Active


Plan: Custom Plan


VM : 2


GateWay: 2

CloudEdge Features

1Add New VM

2Add New Organization

3Add New User

4Add New Reservation

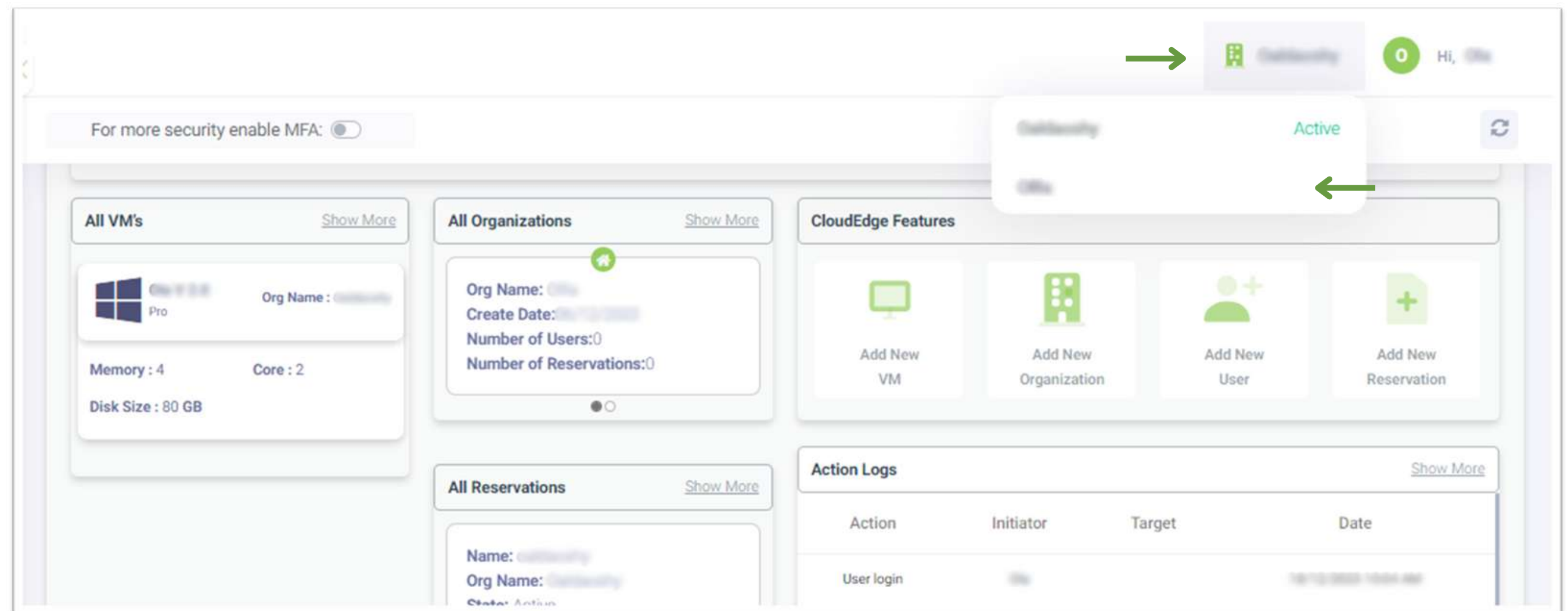
Action LogsShow More

Action	Initiator	Target	Date
User login	Cloud		18/12/2023 10:04 AM
User login	Cloud		17/12/2023 04:34 PM
User login	Cloud		17/12/2023 05:45 PM
User login	Cloud		17/12/2023 05:45 PM
User login	Cloud		17/12/2023 05:45 PM

1-Dashboard

- **Change Your Active Organization:**

Navigate to the top-right corner and click on the organization dropdown menu to **switch** between **different** organizations.

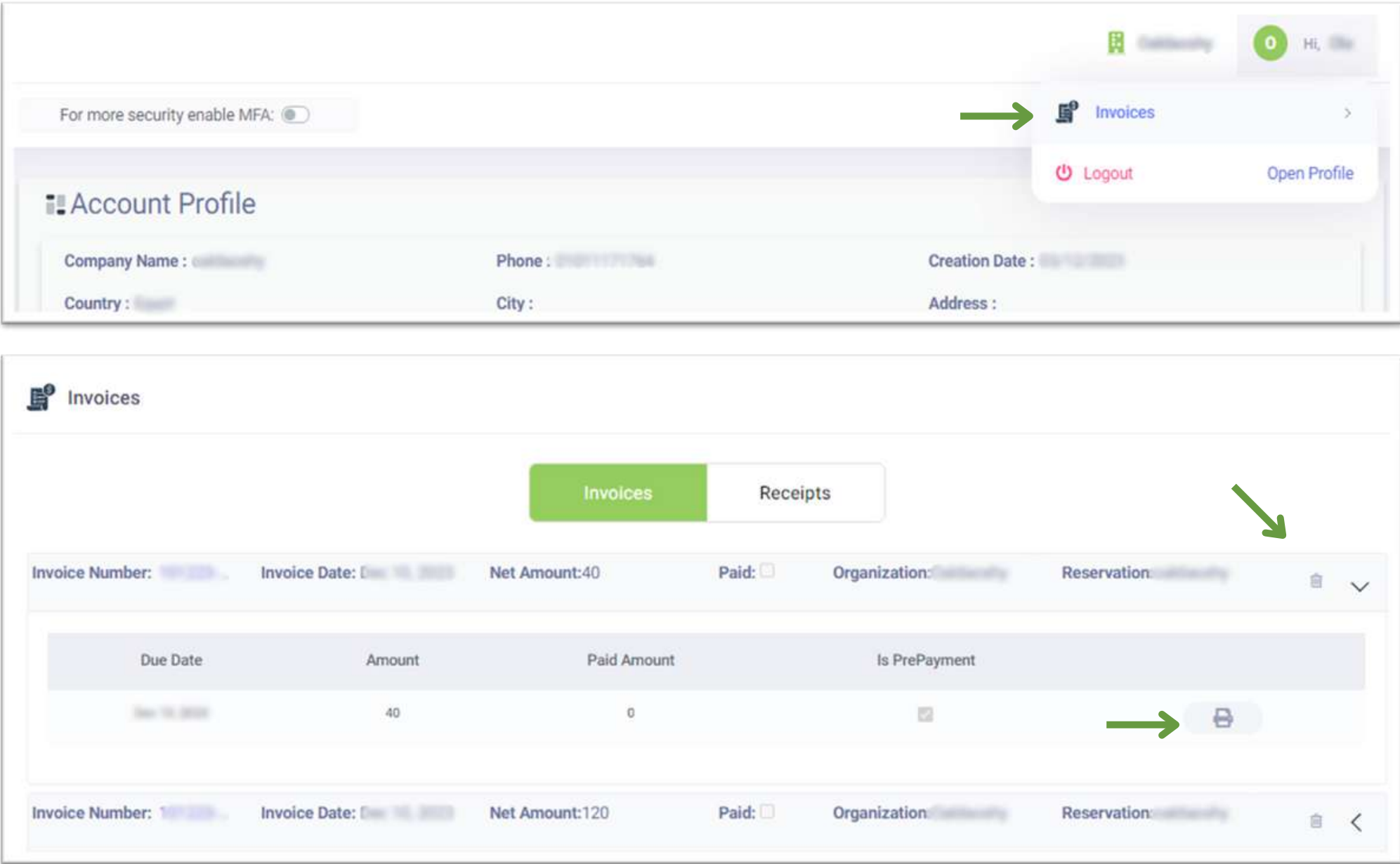


1-Dashboard

- **Access Invoices:**

Click on your username in the top-right corner and select **"Invoices"** to manage your billing information. From there you can:

1.View, Delete and Print Invoices.



The screenshot displays the CloudEdge dashboard. At the top right, a user profile dropdown menu is visible, containing options for 'Invoices' and 'Logout'. A green arrow points to the 'Invoices' option. Below the navigation bar, the 'Account Profile' section is shown. The main content area is titled 'Invoices' and features two tabs: 'Invoices' (active) and 'Receipts'. A table of invoices is displayed, with columns for 'Due Date', 'Amount', 'Paid Amount', and 'Is PrePayment'. A green arrow points to the 'Print' icon in the table. The table contains two rows of invoice data.

Due Date	Amount	Paid Amount	Is PrePayment
Dec 15, 2023	40	0	<input checked="" type="checkbox"/>
Dec 15, 2023	120	0	<input type="checkbox"/>

1-Dashboard

- **Access Receipts:**




Click on your username in the top-right corner and select “**Receipts**” to manage your billing information. From there you can:

2. Access and print receipts.

Invoices

Invoices


Receipts

Invoice Number: 00000000000000000000	Invoice Date: 00-00-0000	Net Amount: 000.00	Paid: <input checked="" type="checkbox"/>	 
Invoice Number: 00000000000000000000	Invoice Date: 00-00-0000	Net Amount: 000.00	Paid: <input checked="" type="checkbox"/>	

Receipt

support@worldposta.com

Transaction Name	Period From	Period To	Price	Discount	Net Amount
Upgrade	00-00-0000	00-00-0000	000.00	0.00	000.00
NET AMOUNT 000.00		PAID AMOUNT 000.00		REMAINING AMOUNT :0	



Print

1-Dashboard

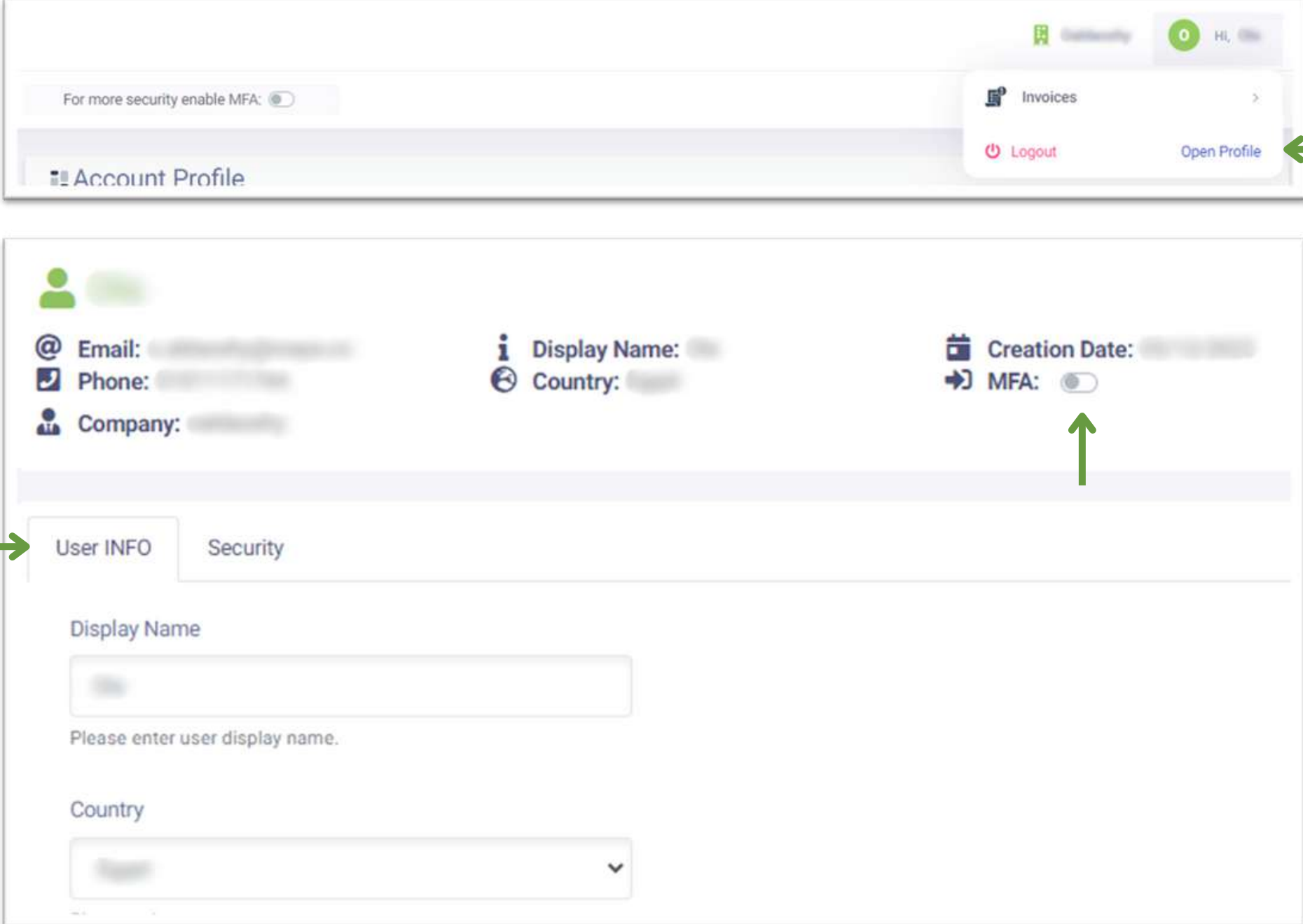
Manage Your Profile:

Click on your username in the top-right corner, and choose “**Open Profile**” to:

i. **Enable** or **disable** MFA.

ii. **View** or **modify** your user information:

You can **edit** your (**Display Name, country, city, Address** and **Phone number**)




The screenshot shows the CloudEdge dashboard interface. At the top right, there is a user profile dropdown menu with options: Invoices, Logout, and Open Profile. A green arrow points to the 'Open Profile' button. Below this, the 'Account Profile' page is displayed. It features a user profile card with fields for Email, Phone, Company, Display Name, Country, and Creation Date. A green arrow points to the 'MFA' toggle switch. Below the profile card, there are two tabs: 'User INFO' and 'Security'. A green arrow points to the 'User INFO' tab. Under the 'User INFO' tab, there are input fields for 'Display Name' and 'Country', with a dropdown arrow next to the 'Country' field. A green arrow points to the 'Display Name' input field.

1-Dashboard

Manage Your Profile:

iii. **Change** your **password** from the Security section.



@ Email: [c.antonio@worldposta.co](#)

Phone: 01011171764

Company: worldposta

i Display Name: [C/A](#)

Country: [USA](#)

Creation Date: 09/12/2023

MFA: ☐

User INFO

Security

Current Password

Password

Please enter current password.

New Password

Password

Please enter new password.

Password Confirm

Password Confirm

Please enter password.

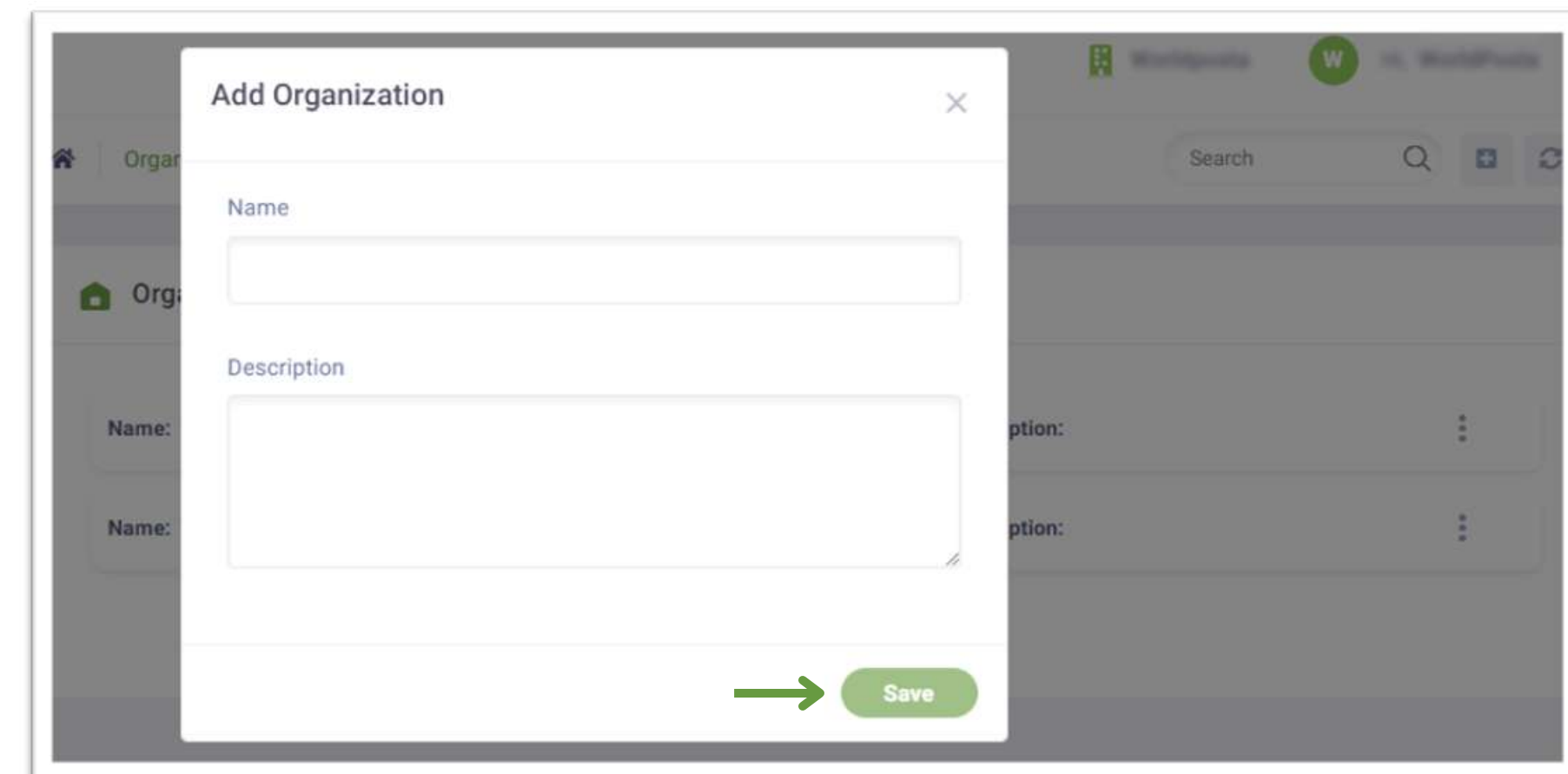
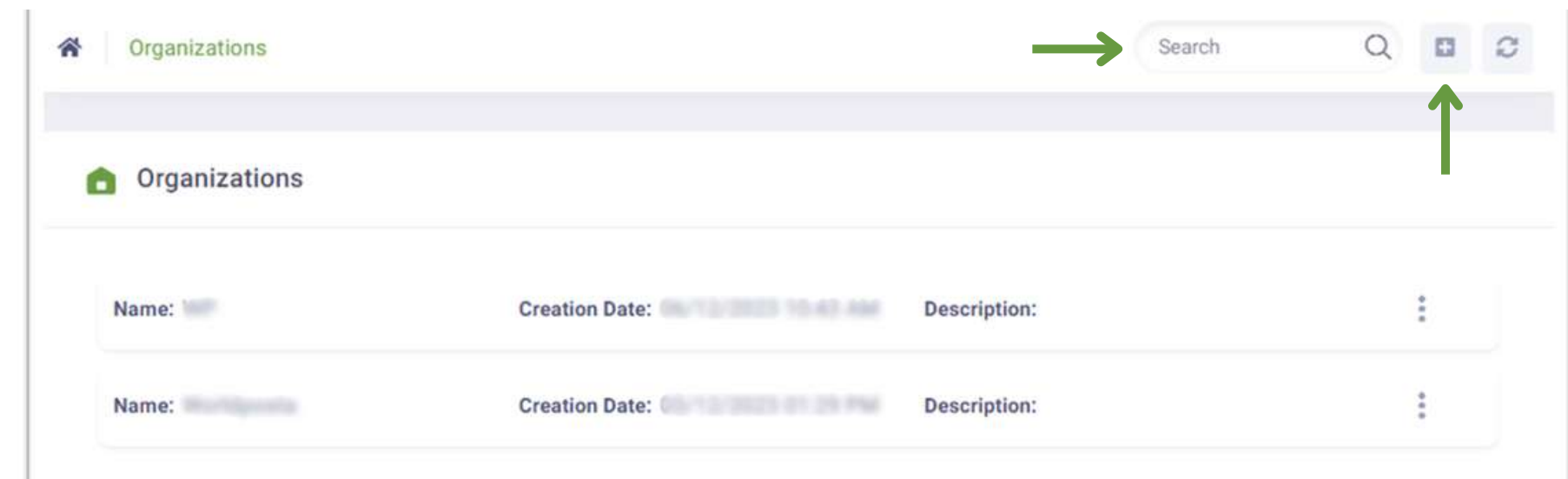
Save

2-Administration

Under the Administration tab you will find:


a. Organizations: in this tab you can **View, Search for, Add, Edit** and **Delete** your **Organizations**.

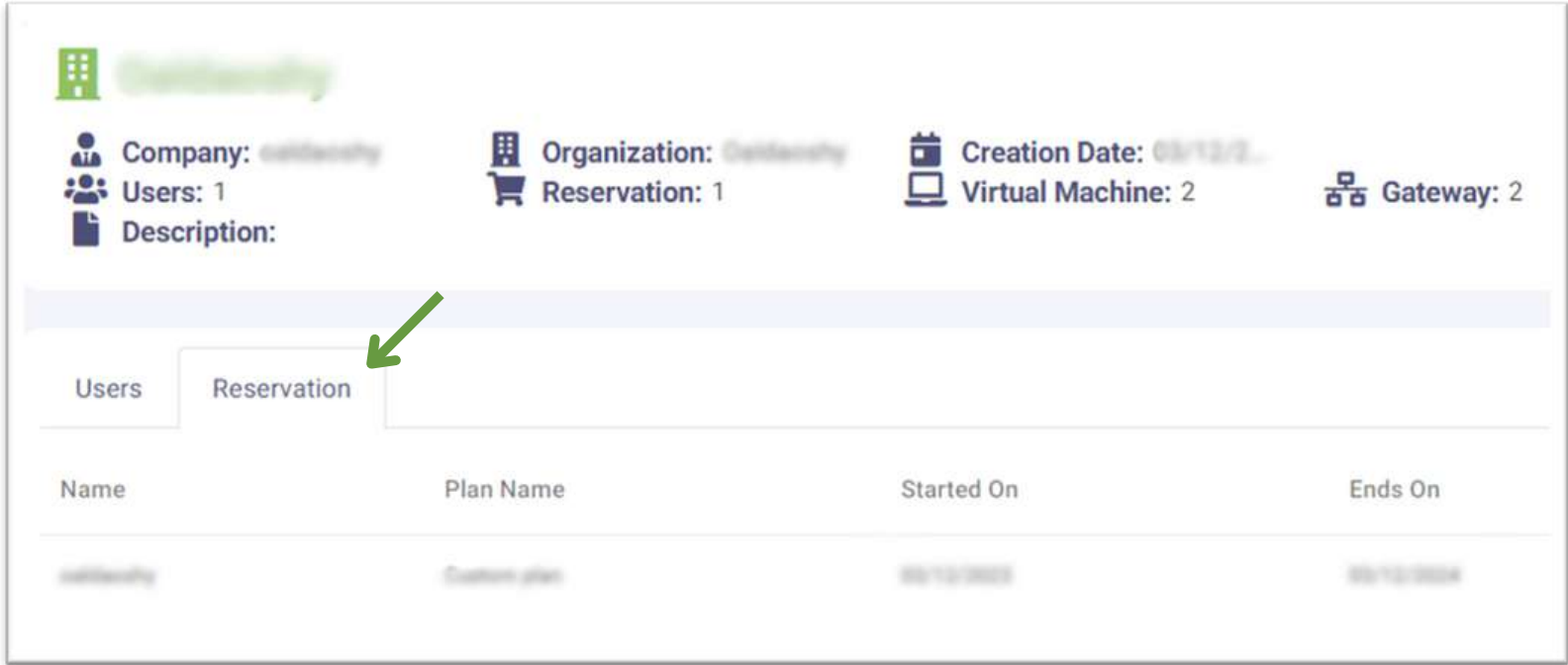
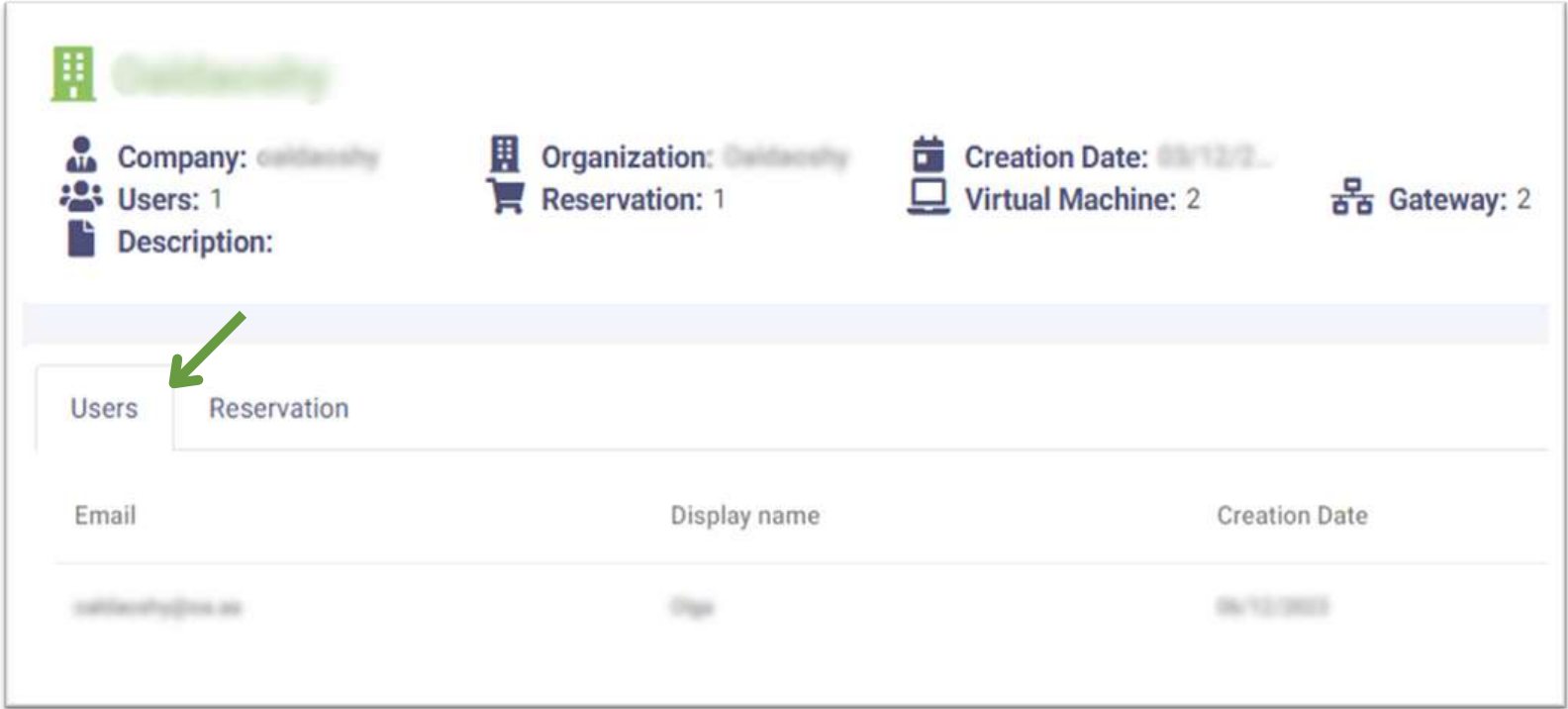
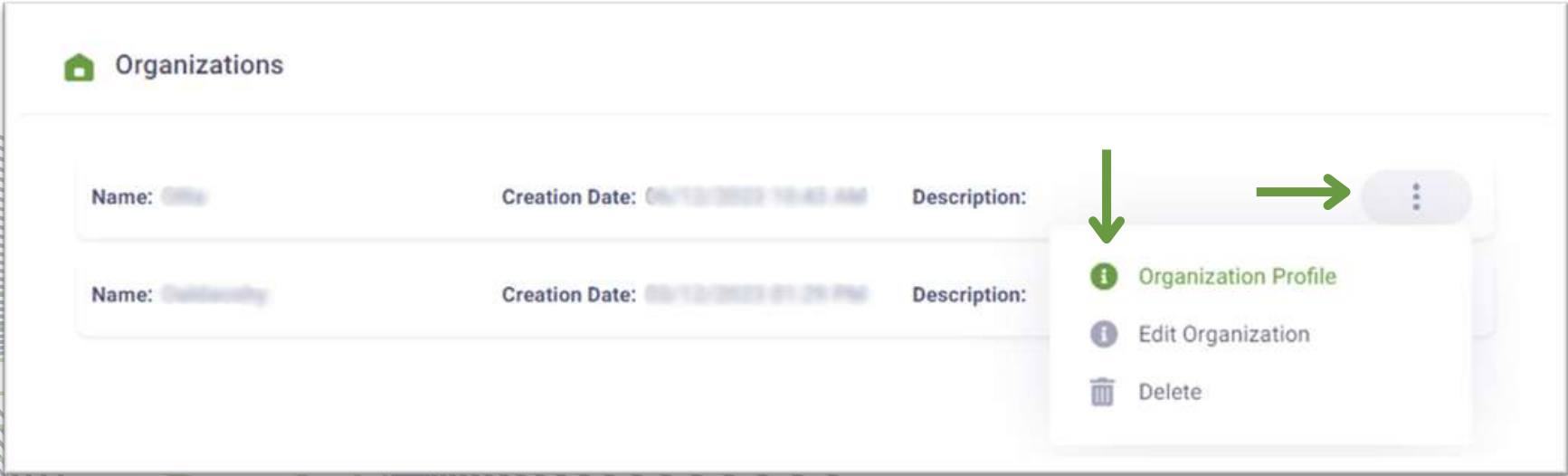
i. To Add a new organization, click on the “+” sign in the top-right corner, then enter the organization **Name** and **Description** then click on “**Save**”.



2-Adminstration


a. Organizations:

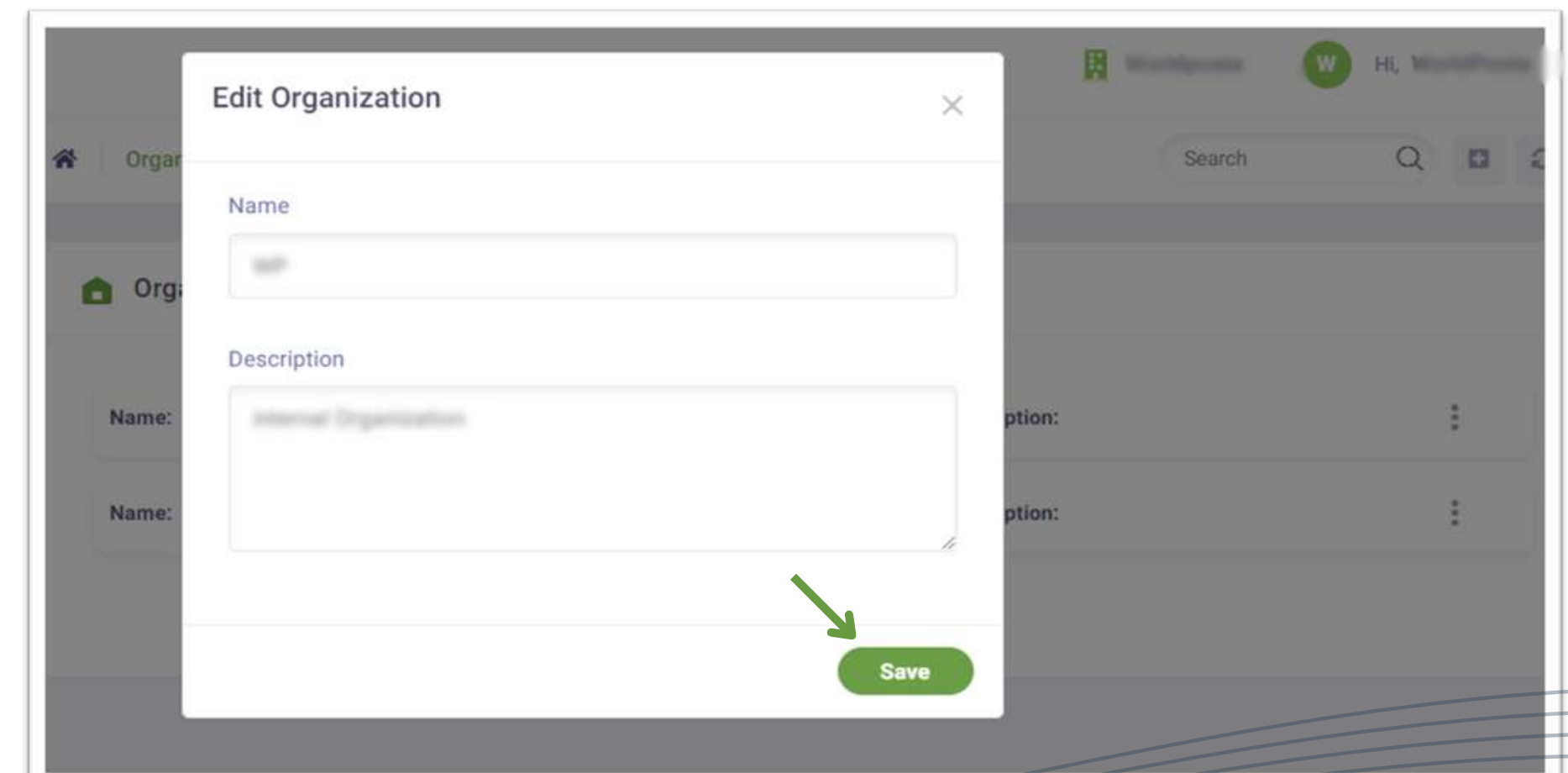
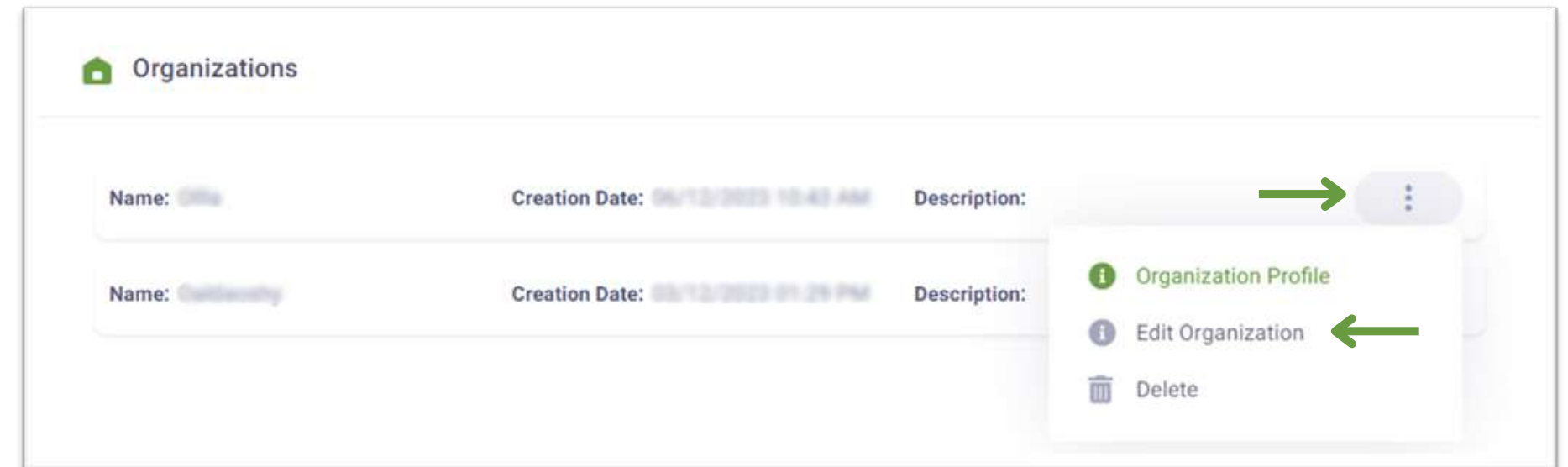
ii. To **View** an organization, click on the  sign on the right, then click on **“Organization Profile”**, then you will be able to view the **Organization**, its **Users** and **Reservations**.



2-Administration


a. Organizations:

iii. To **Edit** an organization, click on the  sign on the right, then click on “**Edit Organization**”, then you will be able to **Edit** the organization’s name and description then click on “**Save**”.

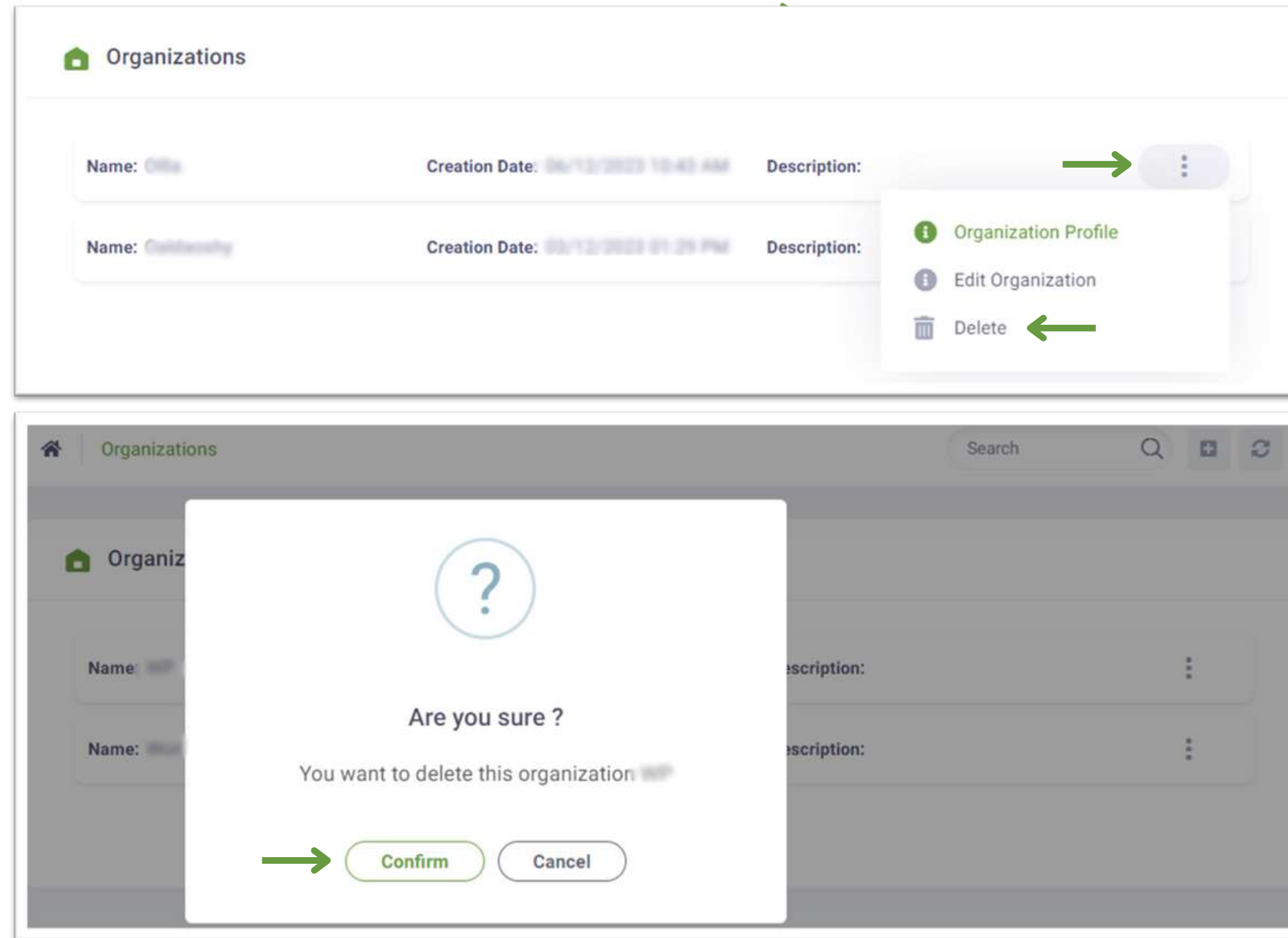


2-Administration

a. Organizations:

v. To **Delete** an organization, click on the  sign on the right, then click on **"Delete"**, then click on **"Confirm"**.

***Note:** you cannot delete an organization that is currently in use. To remove an organization, you must first switch to a different organization and then proceed with the deletion.*



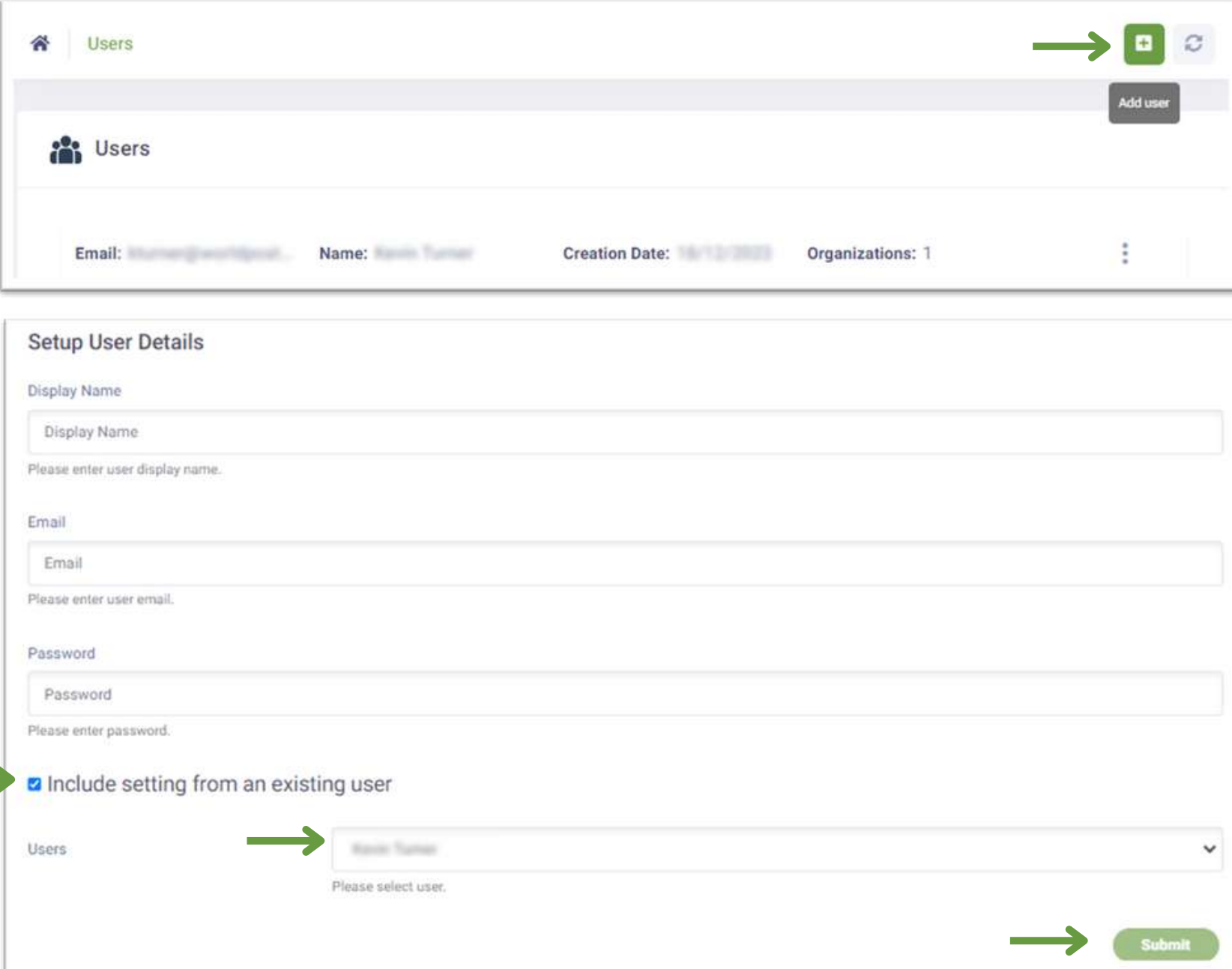
The screenshot displays the 'Organizations' management page. It features a table with columns for Name, Creation Date, and Description. A dropdown menu is open for the first organization, showing options: 'Organization Profile', 'Edit Organization', and 'Delete'. A green arrow points to the 'Delete' option. Below the table, a confirmation dialog box is shown with the text 'Are you sure ?' and 'You want to delete this organization'. The dialog has 'Confirm' and 'Cancel' buttons, with a green arrow pointing to the 'Confirm' button.

2-Administration

b. Users: In this tab, you can perform actions related to user management, like **View, Add, Edit** or **Delete** users.

i. To Add a new user, click on the “+” sign in the top-right corner, from there you can:

1. Setup User Details by assigning **Display Name, Email, Password** and choose whether to **Include setting from an existing user**, then **choose the user** and click on “**Submit**”.



The screenshot displays the CloudEdge administration interface for user management. At the top, the 'Users' tab is active, showing a table with user details: Email (kturmer@worldpost...), Name (Kevin Turner), Creation Date (18/12/2023), and Organizations (1). A green arrow points to the '+ Add user' button in the top right corner. Below the table, the 'Setup User Details' form is shown. A green arrow points to the 'Include setting from an existing user' checkbox, which is checked. Another green arrow points to the 'Users' dropdown menu, which shows 'Kevin Turner' selected. A final green arrow points to the 'Submit' button at the bottom right.

2-Adminstration

b. Users:

i. If you choose **not to** include settings from an existing user, then you can go ahead and:
2. Setup User Roles by choosing the roles and permissions for individual users to control their access and actions within the system. You can do that by clicking the “+” sign next to the Roles.

☐ Include setting from an existing user

Setup User Roles

Customer Roles :

search Customer Roles

Add Ticket

+

Manage OBS User policy

+

View OBS Buckets

+

View OBS Users

+

View Ticket

+

Invoices Pay

+

Action Logs View

+

Edit Ticket

+

Customer Roles Selected :

search Selected Customer I

☐ Include setting from an existing user

Setup User Roles

Customer Roles :

search Customer Roles

Delete OBS User

+

Add OBS User

+

View OBS Buckets

+

View OBS Users

+

View Ticket

+

Invoices Pay

+

Action Logs View

+

Edit Ticket

+

Customer Roles Selected :

search Selected Customer I

Manage OBS User policy

🗑

Add Ticket

🗑

delete OBS policy

🗑

View OBS Policies

🗑

Invoices View

🗑

2-Administration

b. Users:

i. If you choose **not to** include settings from an existing user, then you can go ahead and:

3. Setup Organization Roles by choosing the roles and permissions at the organization level to manage user access and responsibilities. You can do that by clicking on the “+” sign next to the Roles, you can also select which organization the user will be granted permissions for.

Setup Organization Roles

Select Organization:

WorldPosta

Organization Roles :

search Organization Roles

Gateway Delete	+
Gateway Add	+
JOBS Access	+
JOBS Delete	+
VM Edit	+
Reservation Metrics View	+
Vm Console View	+
Reserved(Ips) manage	+

Organization Roles Selected :

search Selected Organization

Group Edit	🗑
VM Gateway Delete	🗑

Submit

Setup Organization Roles

Select Organization:

WorldPosta

WorldPosta

Organization Roles :

search Organization Roles

Gateway Delete	+
Gateway Add	+
JOBS Access	+
JOBS Delete	+
VM Edit	+
Reservation Metrics View	+
Vm Console View	+
Reserved(Ips) manage	+


Organization Roles Selected :

search Selected Organization

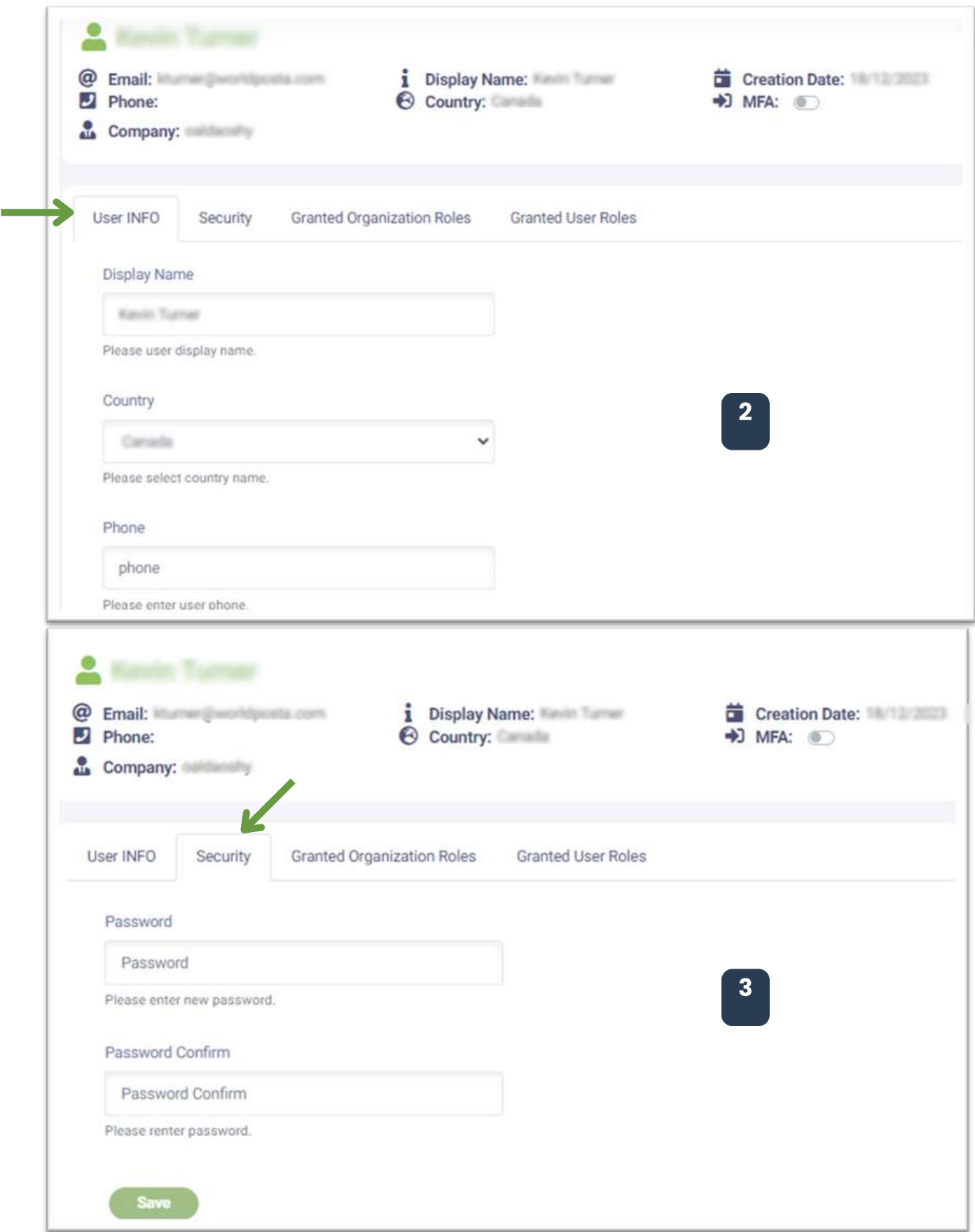
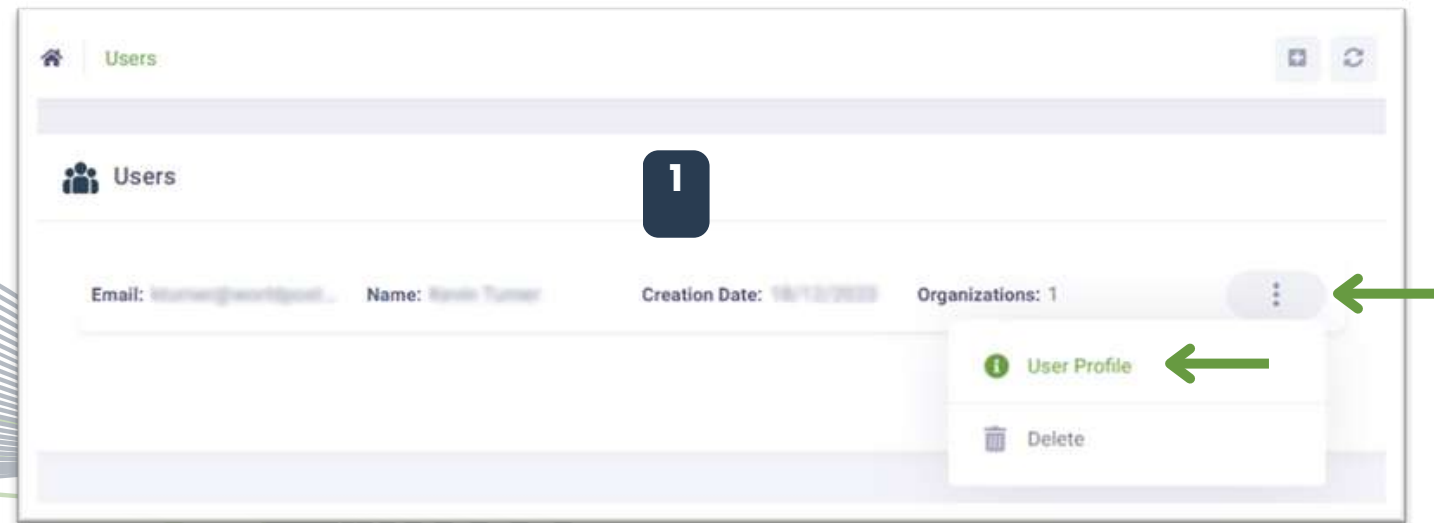
Group Edit	🗑
VM Gateway Delete	🗑

2-Adminstration

b. Users:

ii. to **view** existing users' profiles click on the  sign next to the user and choose **"User Profile"**, from there you can:

- 1. Enable/Disable **MFA**.
- 2. View/Edit the **User's info**.
- 3. Change the **users' password**.



2-Administration

b. Users:

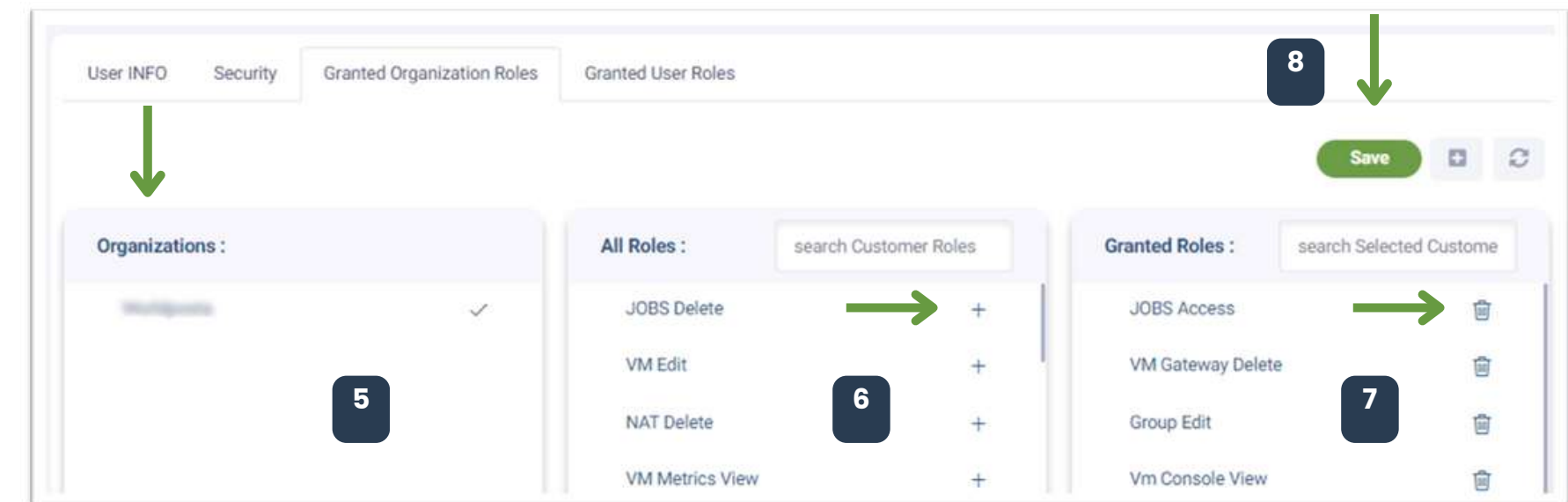
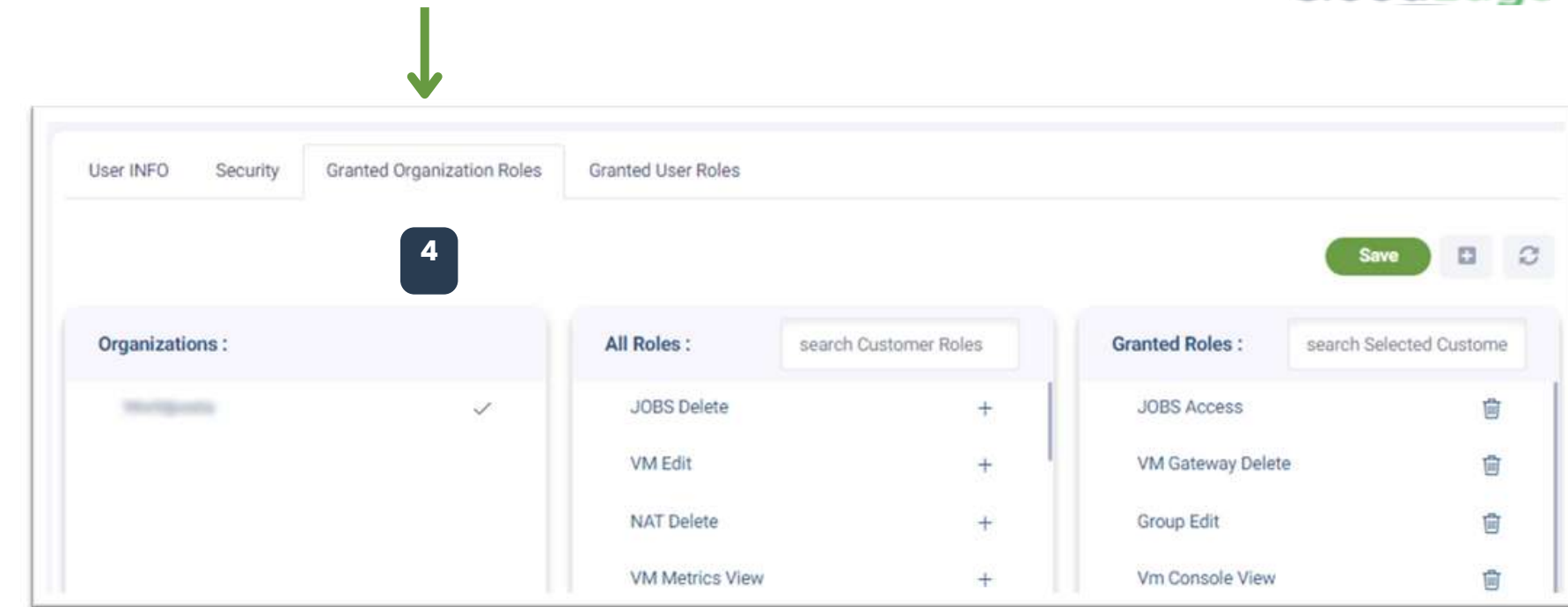
4. View Granted Organization Roles (Organizations, Granted Roles...etc.).

5. Edit Granted Organization Roles (**Add, Delete**).

6. Add different Organization Roles to the User to a by clicking on the **+** sign on the right.

7. Delete different Organization Roles to the User to a by clicking on the  sign on the right.

8. Click on "Save" after you finish editing.



2-Administration

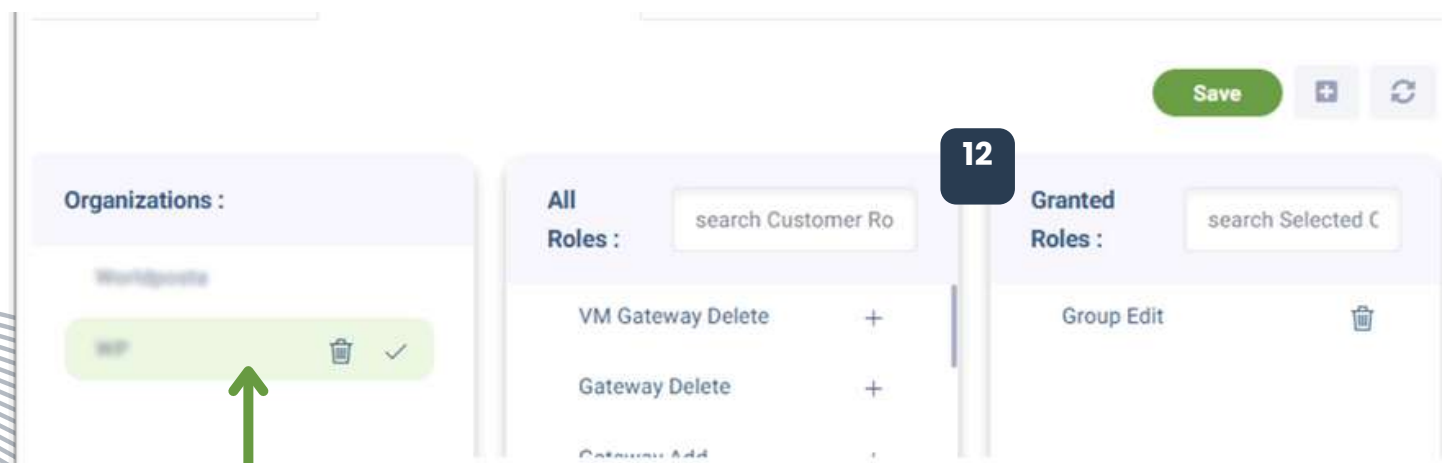
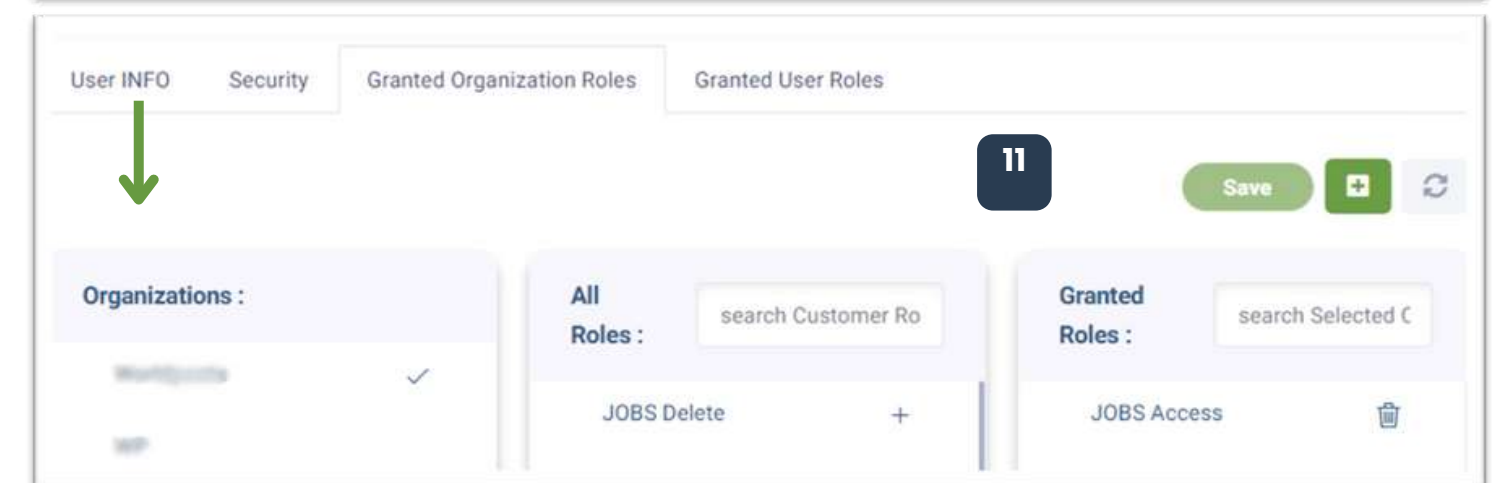
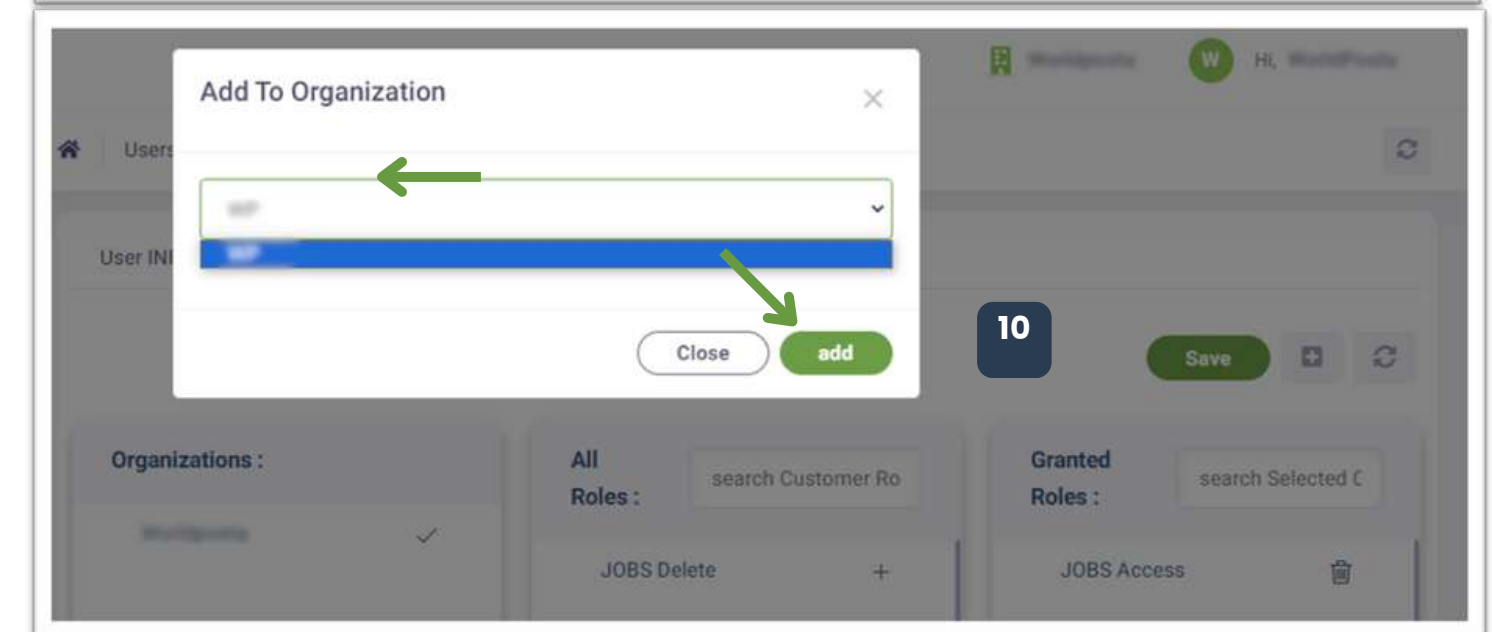
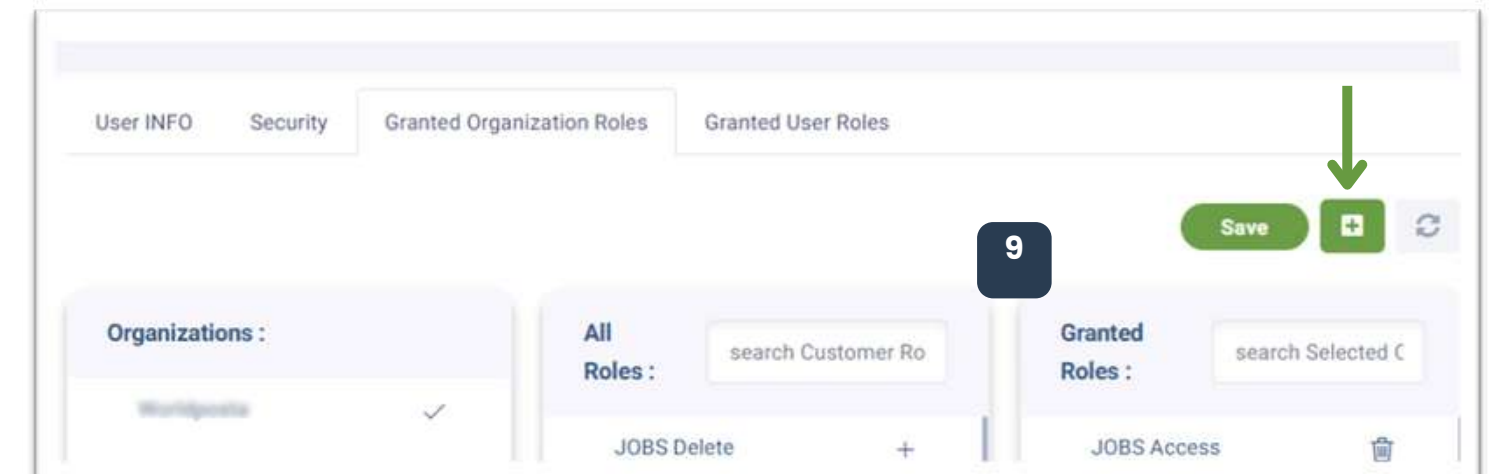
b. Users:

9. To **Add** another **Organization to the user**, click on the “+” sign on the right.

10. **Choose** the organization you would like to add to the user and then click “**Add**”.


11. Now you can **View** the organizations that the user is a part of on the left under “**Organizations**”.

12. **Switch** between the different **organizations** of the user by clicking on the organization you would like to **View/Edit**.



2-Administration

b. Users:

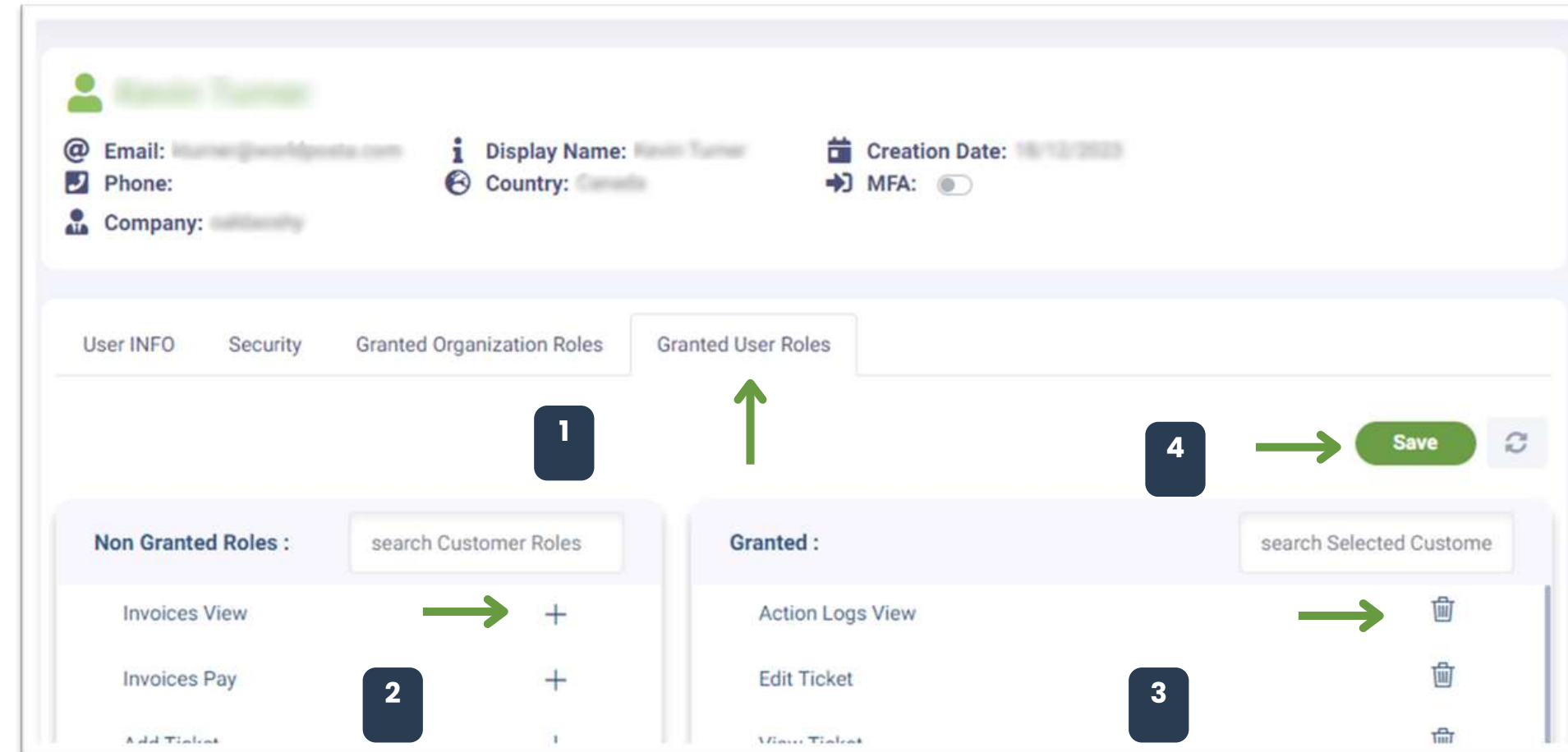
iii. To **View** existing users' profiles on the  sign next to the user and choose "**User Profile.**" from there you can:

1. View Granted User Roles.

2. Add different User Roles to the User to a by clicking on the sign on the right.

3. Delete different User Roles to the User to a by clicking on the sign on the right.


4. Click on "Save".

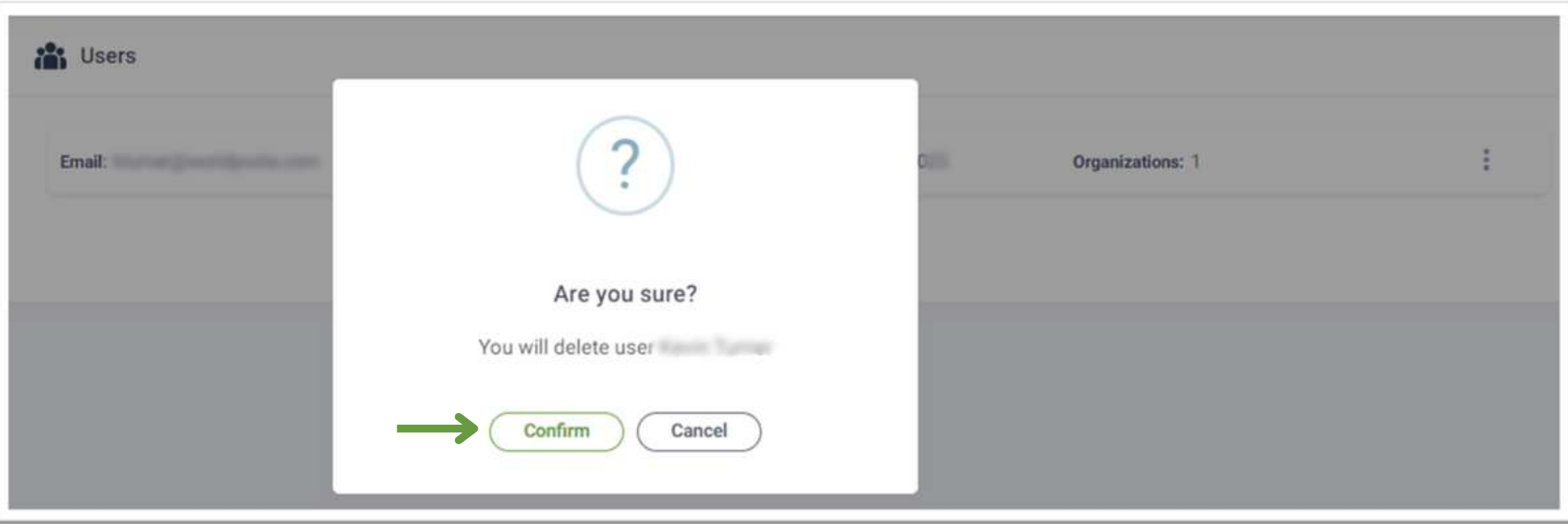
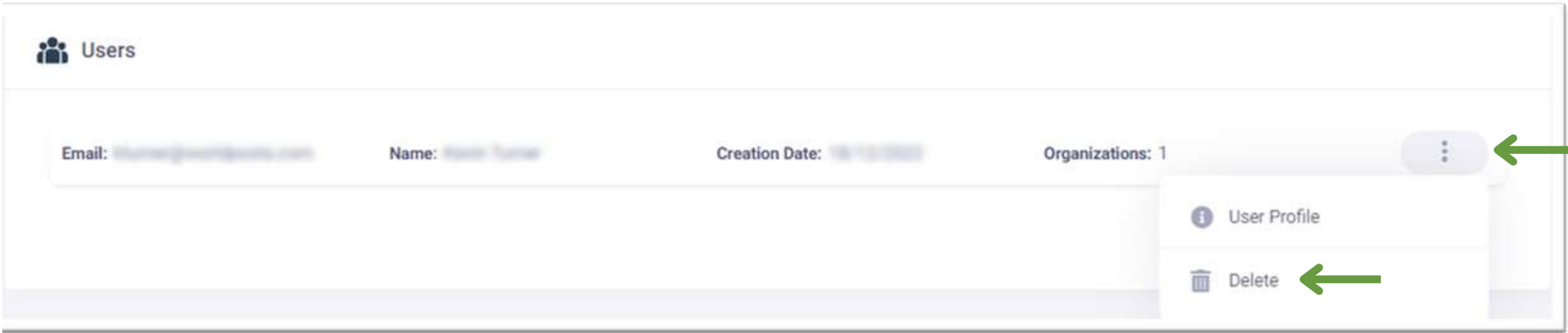


The screenshot displays the 'User Profile' page for a user named 'Robert Turner'. The page includes fields for Email, Phone, Company, Display Name, Country, Creation Date, and MFA status. Below these fields are four tabs: 'User INFO', 'Security', 'Granted Organization Roles', and 'Granted User Roles'. The 'Granted User Roles' tab is selected. It shows two panels: 'Non Granted Roles' and 'Granted'. The 'Non Granted Roles' panel has a search bar and a list of roles with a '+' icon to add them. The 'Granted' panel has a search bar and a list of roles with a '-' icon to remove them. A green arrow points from the '+' icon in the 'Non Granted Roles' panel to the 'Granted' panel. Another green arrow points from the '-' icon in the 'Granted' panel to the 'Non Granted Roles' panel. A green arrow points from the 'Save' button to the right of the 'Granted' panel. Numbered callouts 1, 2, 3, and 4 highlight the 'Granted User Roles' tab, the '+' icon, the '-' icon, and the 'Save' button respectively.

2-Adminstration


b. Users:

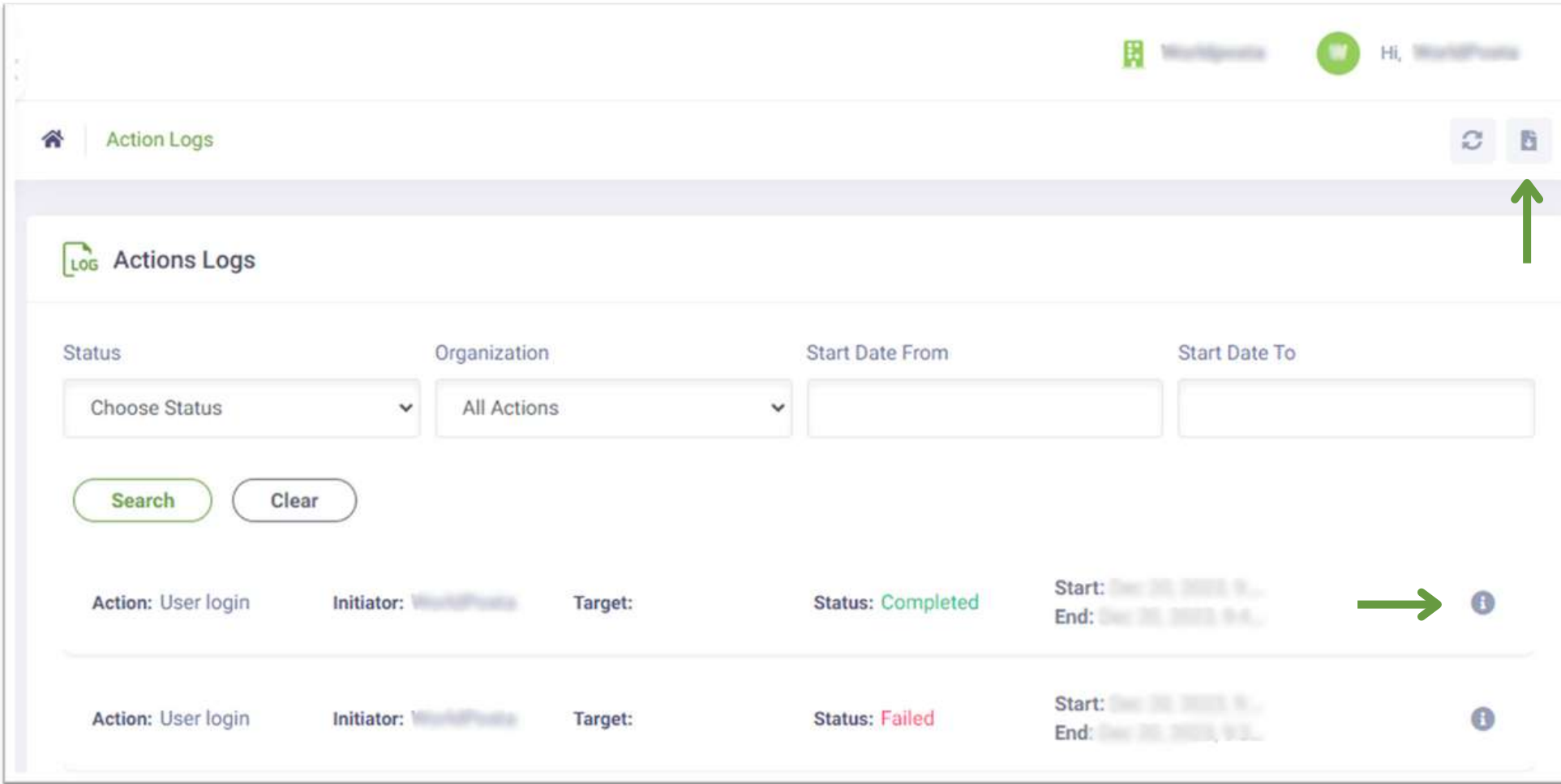
v. To **Delete** a User, click on the  sign on the right, then choose **"Delete"**, then click on **"Confirm"**.



2-Adminstration

C. Action Logs:

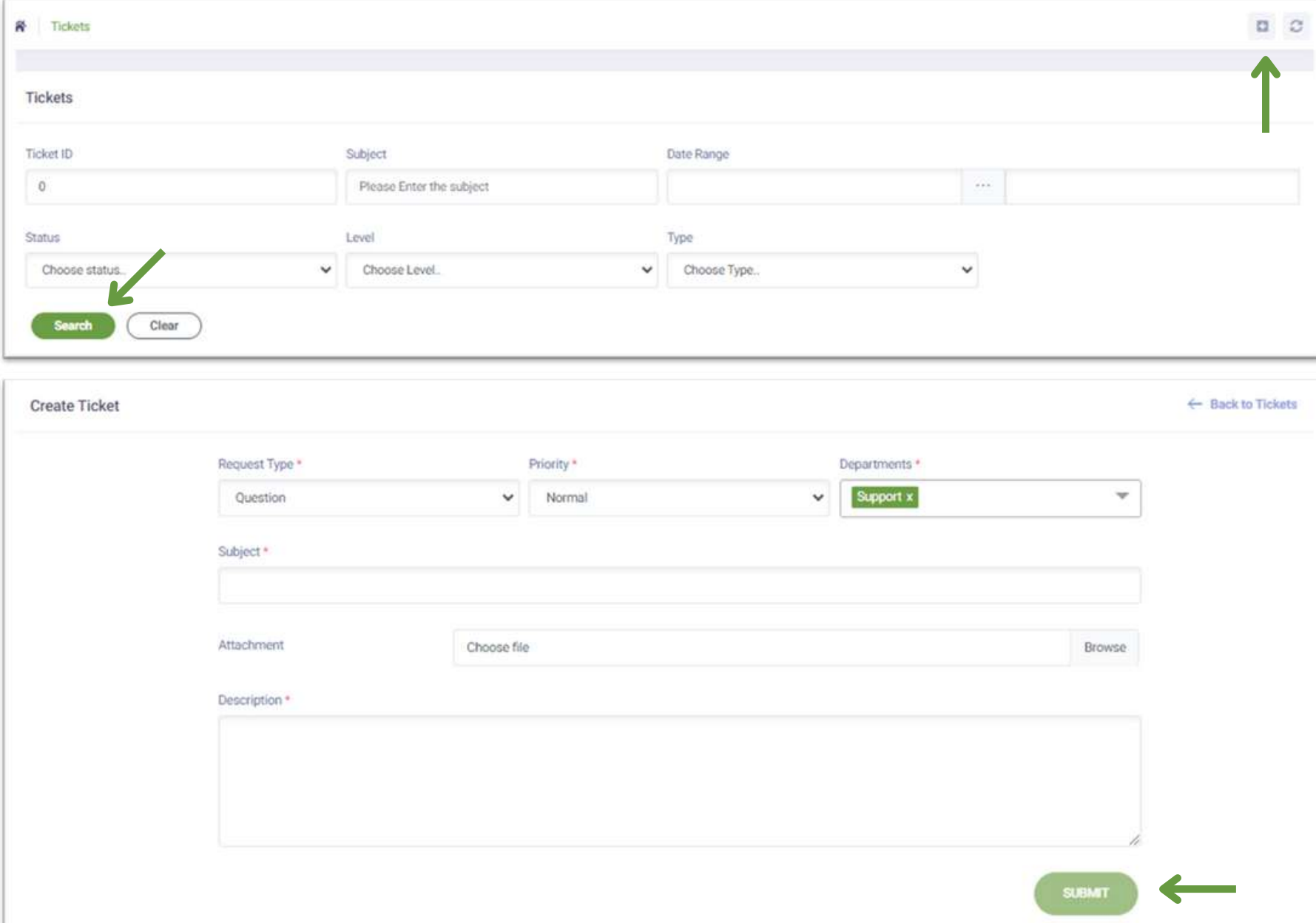
Within this tab, you can both **Review** and **Search for** any activities carried out on your account. Furthermore, you can **download** this data as an Excel sheet to your device. You can also **filter** your **search** by **Status, Organization, Start and/or End Dates**. You can also click on the  icon **to view more details about the action**.



2-Administration

d. Tickets:

To initiate contact with our **support team**, simply click on the “+” sign located at the top-right corner. From there, you can create your support ticket by indicating the **Request Type**, **Priority**, **Department**, **Subject**, and **Ticket Description**. Additionally, you have the option to attach a document by selecting “**Browse**”. When you finish, click on “**Submit**”.

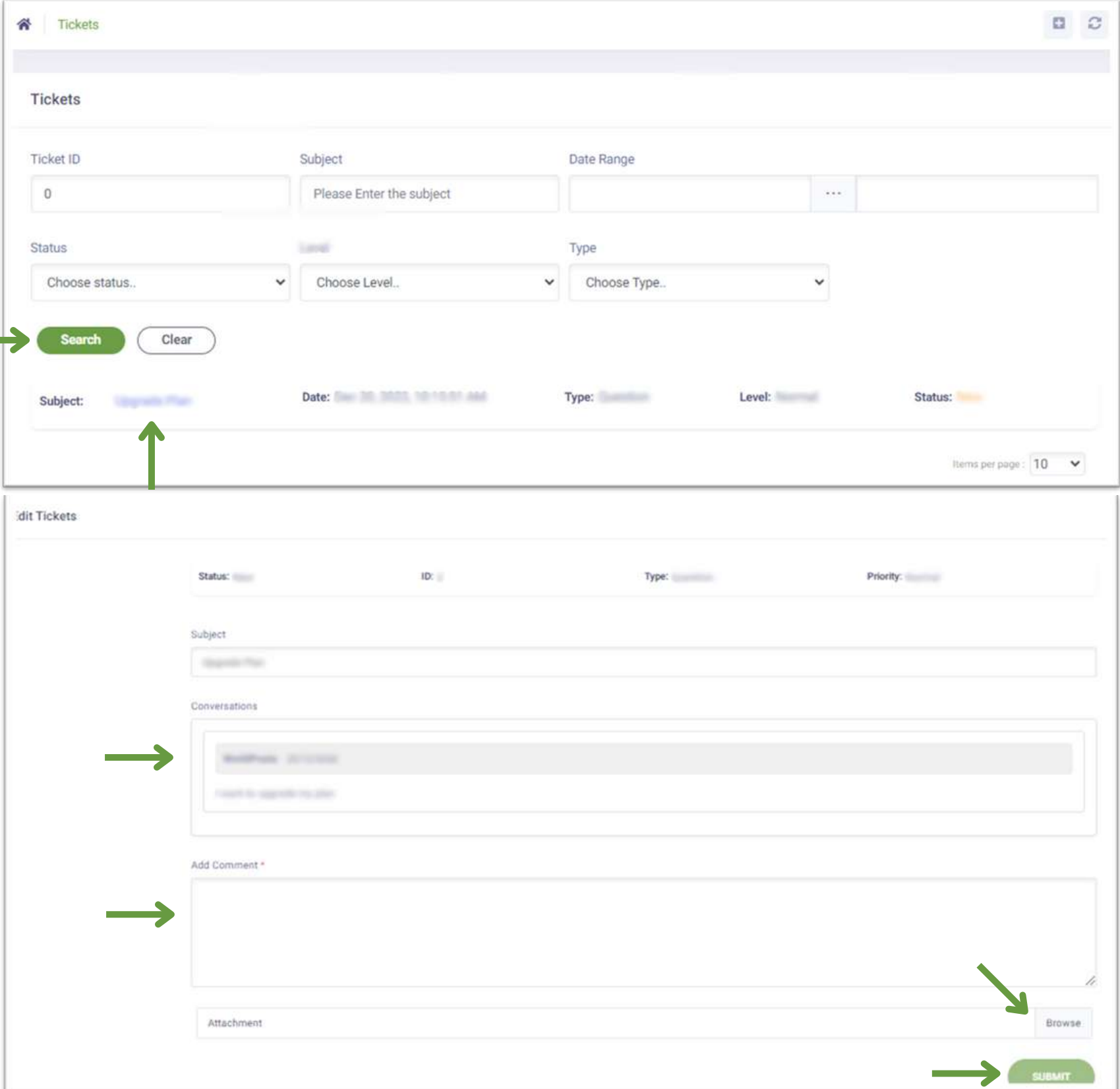


The screenshot displays two parts of the 'Tickets' management interface. The top section is a search form with fields for Ticket ID, Subject, Date Range, Status, Level, and Type. A green arrow points to the '+' icon in the top right corner of the 'Tickets' header. The bottom section is the 'Create Ticket' form, which includes dropdowns for Request Type (set to 'Question'), Priority (set to 'Normal'), and Departments (set to 'Support x'). It also has text input fields for Subject and Description, a file upload section with a 'Browse' button, and a green 'SUBMIT' button at the bottom right. A green arrow points to the 'SUBMIT' button.

2-Administration

d. Tickets:

After that, your ticket will be successfully submitted, and you can access your tickets history within the **Tickets** tab. You can refine your **search** for tickets by specifying criteria such as **Ticket ID**, **Subject**, **Date Range**, **Status**, **Level**, and **Type**. Additionally, you can **make modifications** to your ticket by clicking on it, allowing you to **add comments** or **attachments** and **review the conversation history**, then click on **“Submit”**.



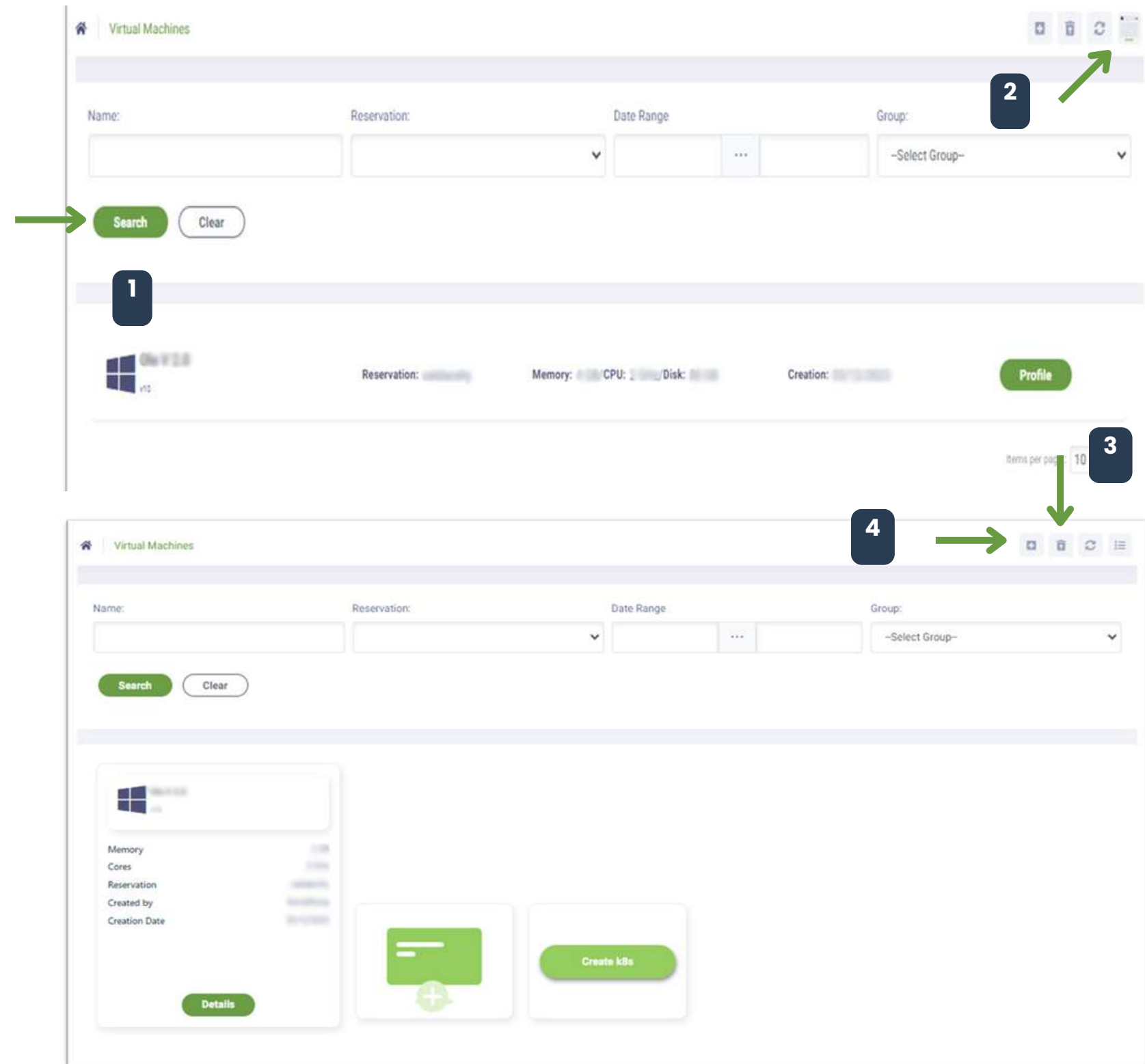
The screenshot displays the 'Tickets' management interface. The top section contains search filters for Ticket ID, Subject, Date Range, Status, Level, and Type, along with 'Search' and 'Clear' buttons. Below the filters, a list of tickets is shown with columns for Subject, Date, Type, Level, and Status. A green arrow points to the 'Search' button, and another points to a ticket entry. The bottom section, titled 'Edit Tickets', shows the details of a selected ticket, including its Subject, Status, ID, Type, and Priority. It also features a 'Conversations' section with a list of messages, an 'Add Comment' text area, an 'Attachment' section with a 'Browse' button, and a 'SUBMIT' button at the bottom right. Green arrows point to the 'Conversations' list, the 'Add Comment' text area, the 'Browse' button, and the 'SUBMIT' button.

3-Organization

Under the Organization tab you will find:

a.Virtual Machines: In this tab you can view your created VMs where you can:

- 1. Search** for a VM using **filters** such as **Name**, **Reservation**, **Date Range** and **Group**.
- 2. Change view** from the top-right corner.
- 3. Access your deleted items.**
- 4. Add a new VM/K8s.**



The image displays two screenshots of the CloudEdge Virtual Machines interface. The top screenshot shows the search and filter section with a green arrow pointing to the 'Search' button (labeled 1) and another green arrow pointing to the view icons in the top right corner (labeled 2). The bottom screenshot shows the same interface with a green arrow pointing to the 'Details' button (labeled 4) and another green arrow pointing to the 'Create k8s' button (labeled 3).

3-Organization

a.Virtual Machines:

From this view, once you click on “**Profile**”, you will be able to:

1. Edit RAM size.
2. Edit No. of cores.
3. Edit Group.
4. Edit Machine Description.


****Note that you will need to power off your machine first****



3-Organization

a.Virtual Machines:

5. View Logs of your Current Virtual Machine under “Recent Tasks”, from there you could go to your “Actions Logs” through “Show All Logs”.



OS: Windows / x10

Memory: 4 GB

IP Address: 192.168.1.10

Reservation: 100%

CPU: 100%

Snapshot: 1

Create by: admin@worldposta.com

Disks: 2

Group: tee

Creation Date: 2017/12/28


NIC: 1

Description:

Disk

Gateway

Snapshot




Hard disk 1

GB

Recent Tasks

←



OS: Windows / x10

Memory: 4 GB

IP Address: 192.168.1.10

Reservation: 100%

CPU: 2 GHz

Snapshot: 1

Create by: admin@worldposta.com

Disks: 2

Group: tee

Creation Date: 2017/12/28

NIC: 1

Description:

Recent Tasks

Action	Initiator	Target	Status	Date
VM ShutDown	WorldPosta	Type: Virtual machine Name: 00a11230	Completed	2017/12/28 00:00:00 PM

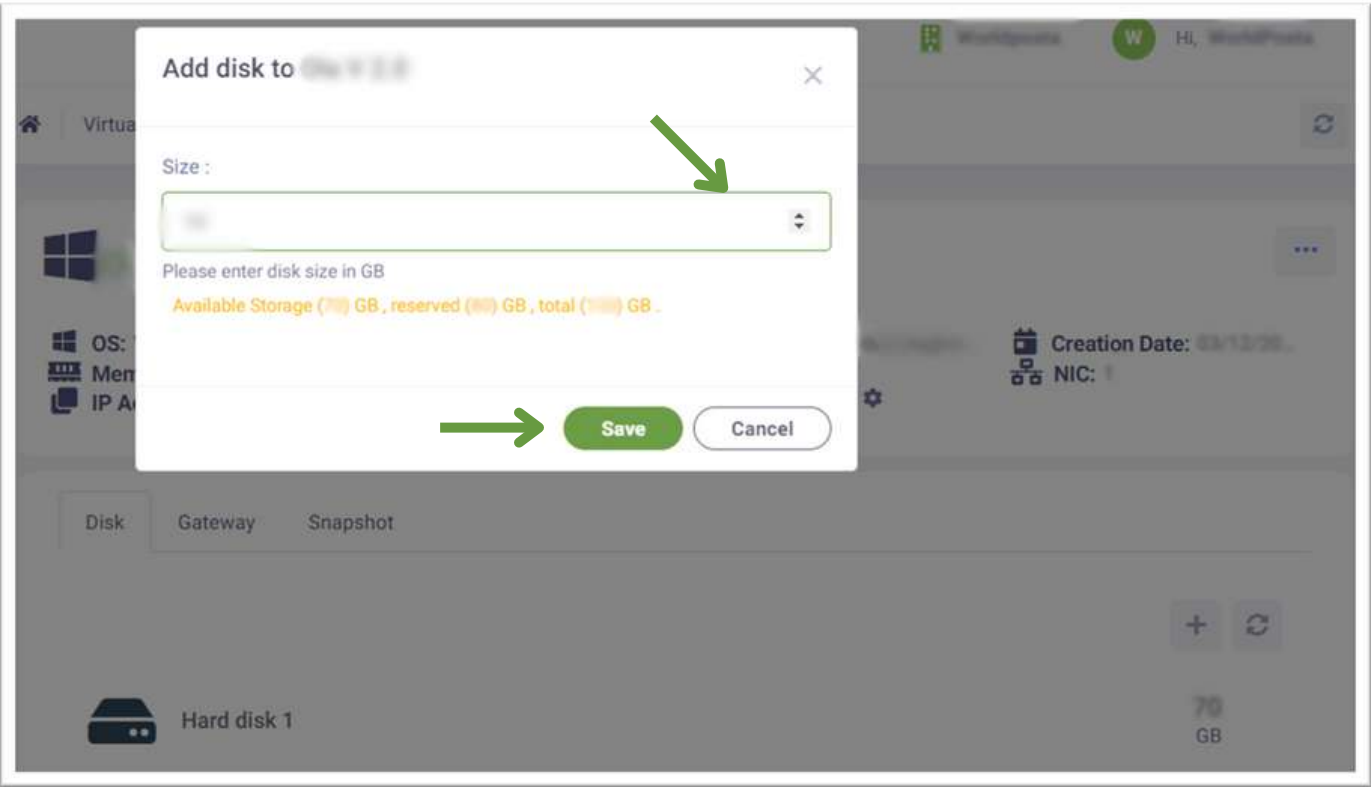
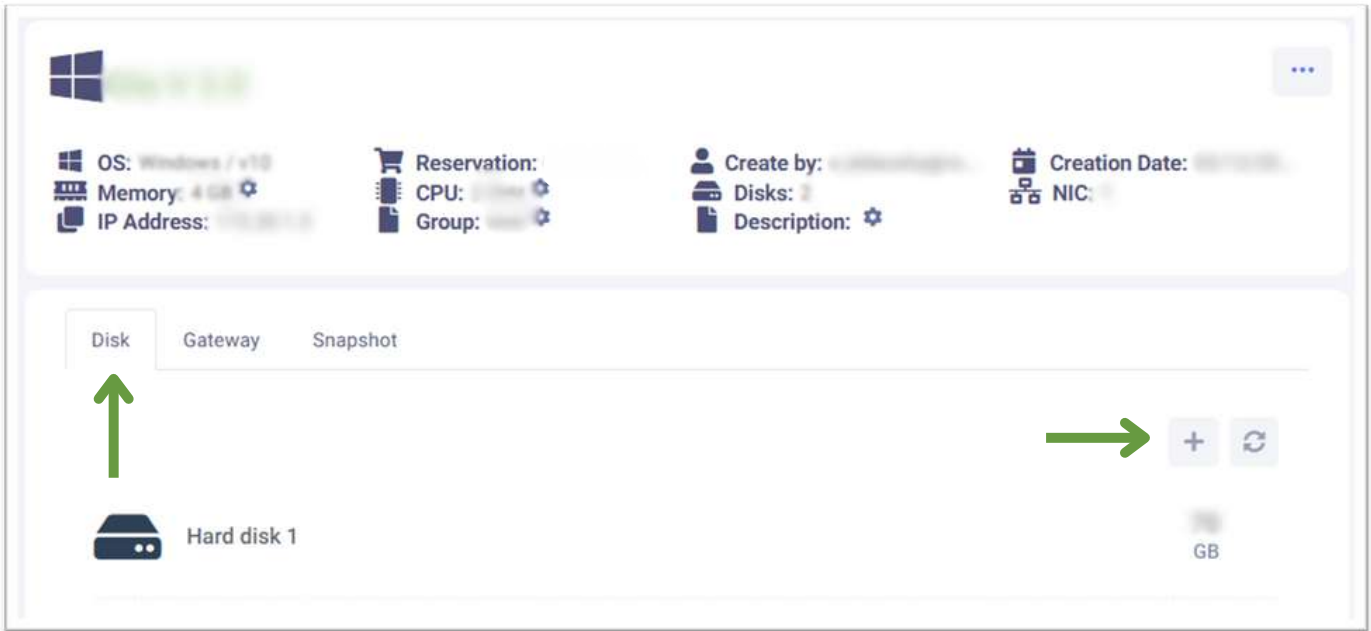
Show All Logs

←

3-Organization

a.Virtual Machines:

6. **View** the **Hard disks** that you have and **Add** another to your VM by clicking on the “+” sign and then specifying the **hard disk size**, then clicking on “**Save**”.

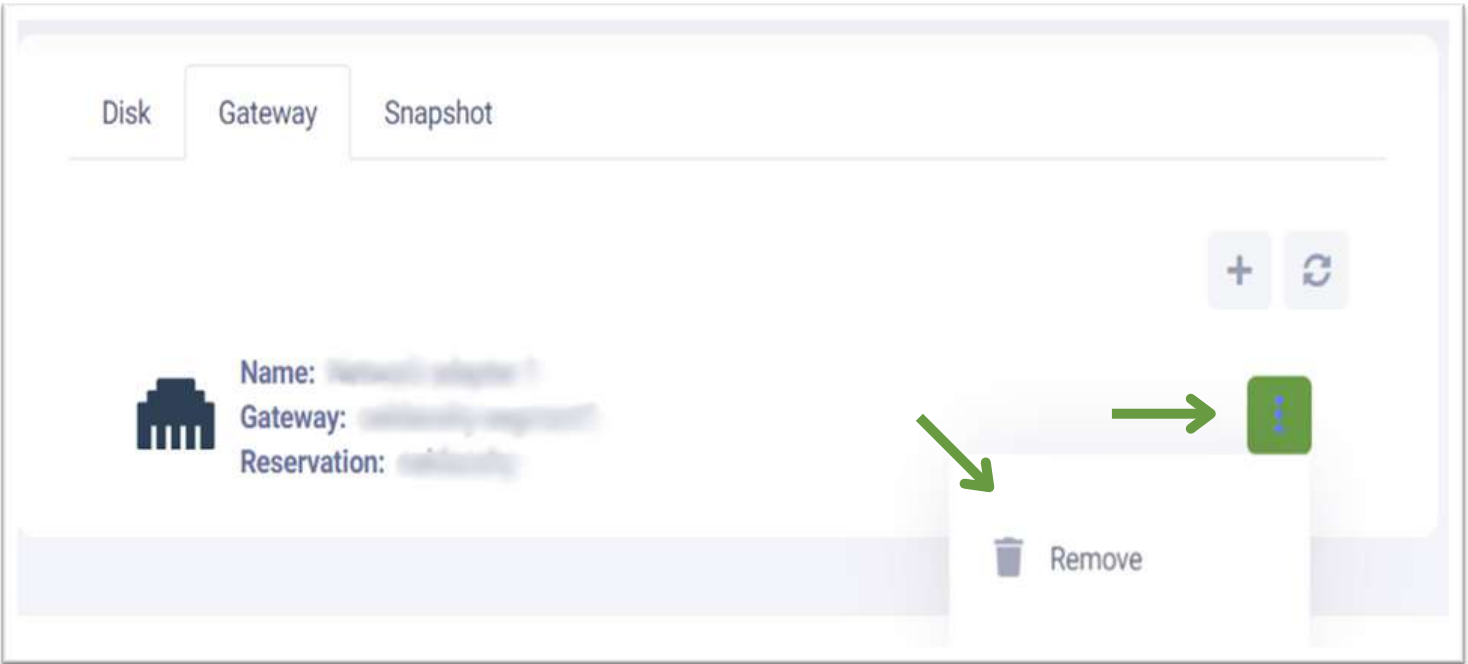
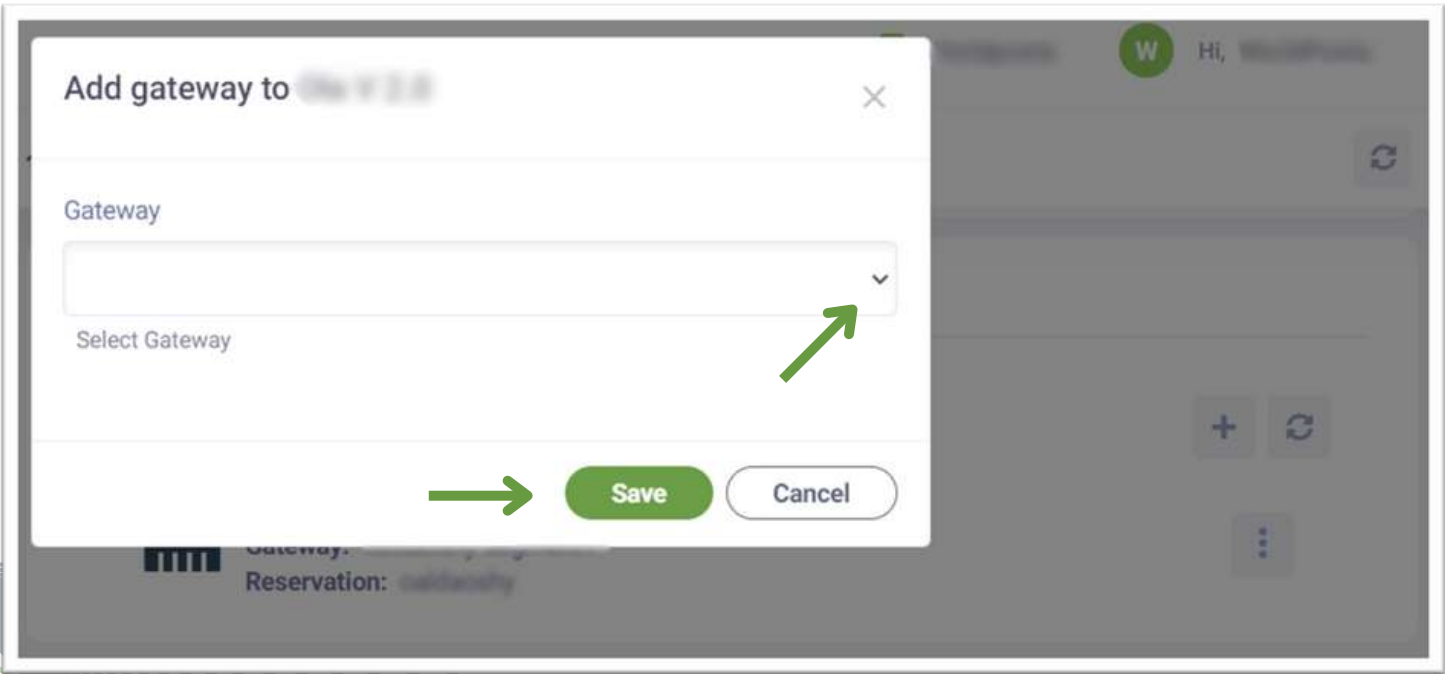
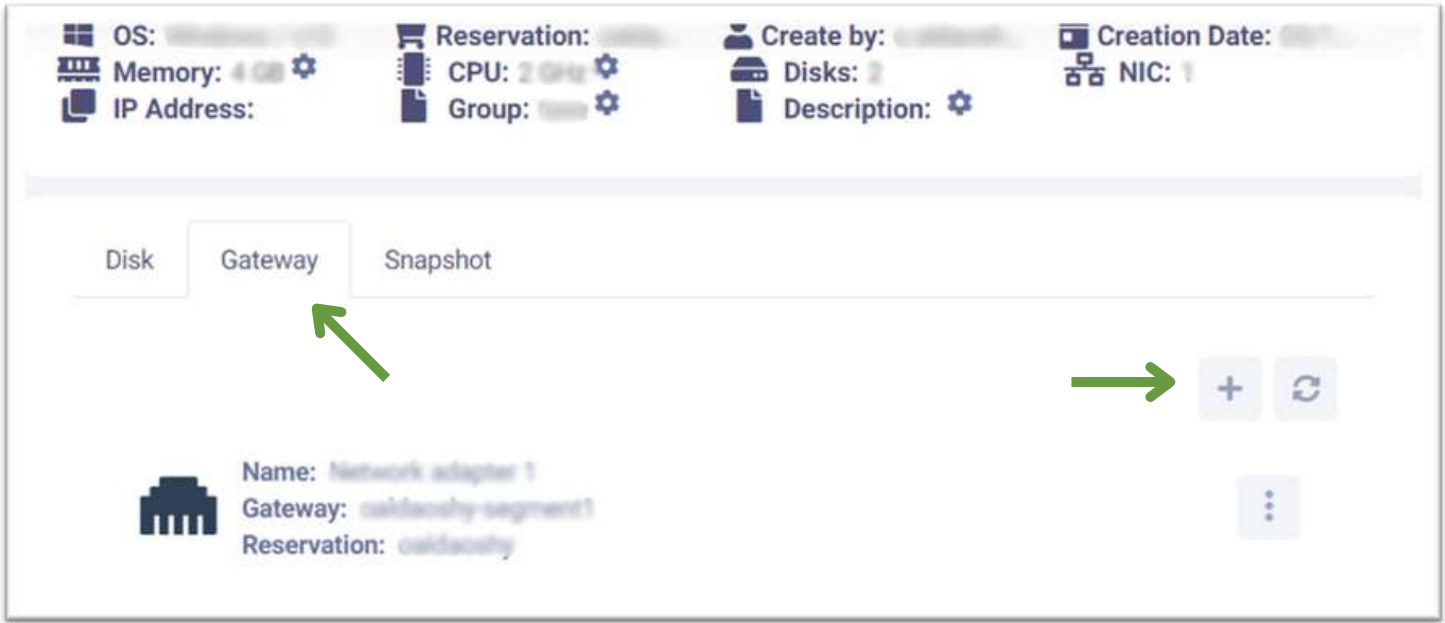


3-Organization

a.Virtual Machines:


7. i. **View the Gateways** you have and Add another to your VM by clicking on the “+” sign and then Selecting the **Gateway**, then clicking on “**Save**”.

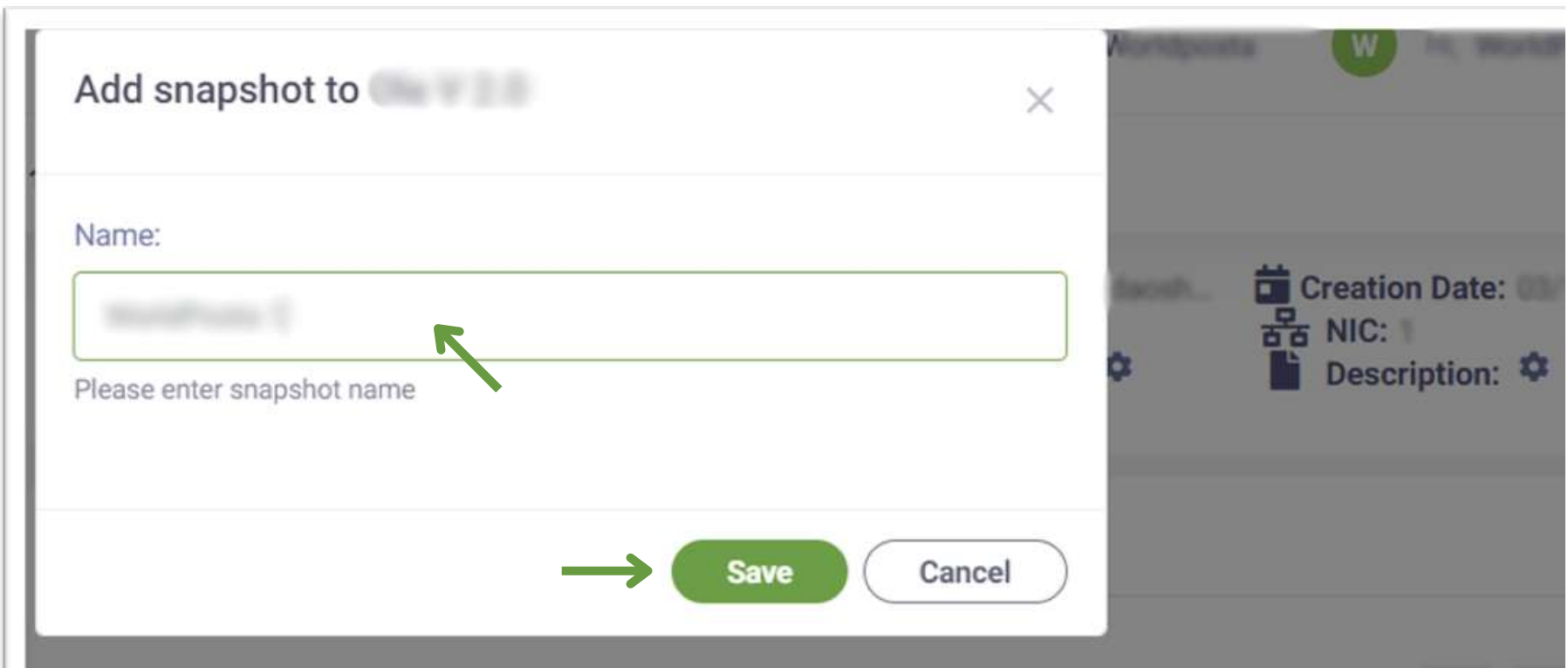
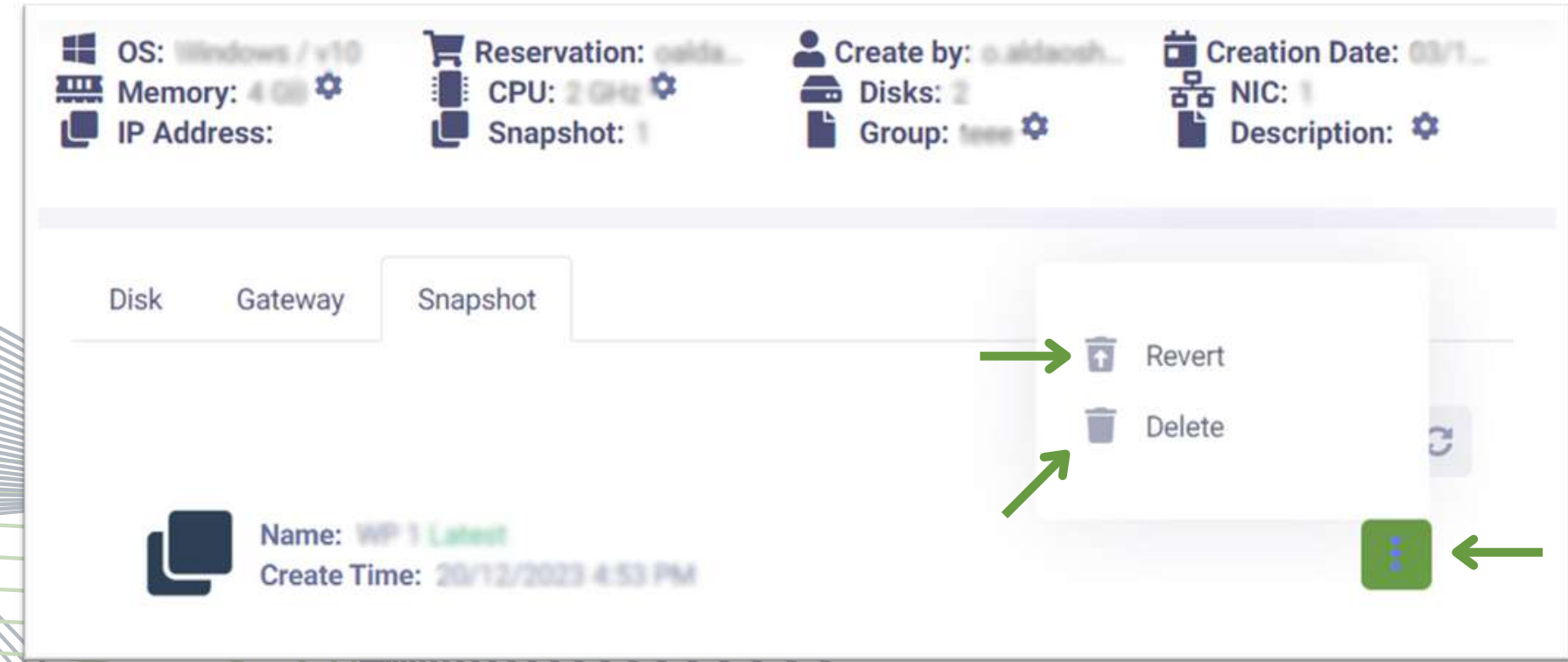
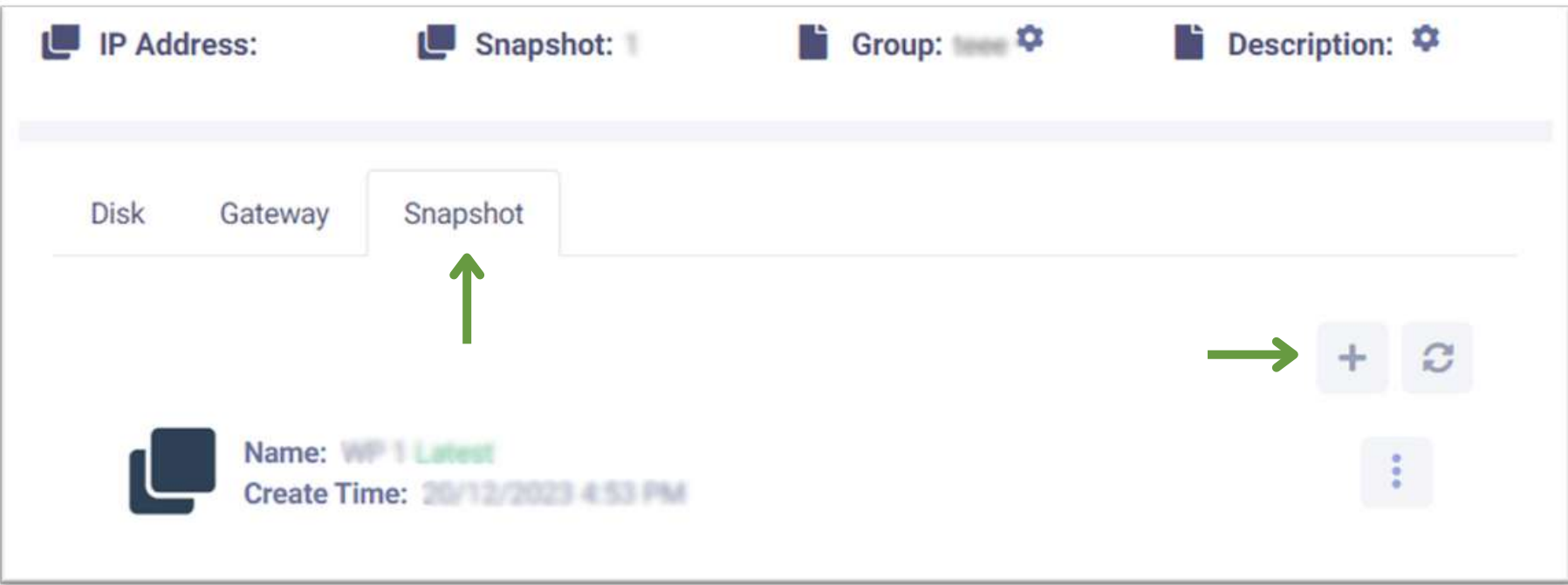
ii. You can **Remove** a Gateway by clicking on the  sign, then clicking on “**Remove**”.



3-Organization

a. Virtual Machines:


- 8. i. **View the Snapshots** you have of your VM and **Create** another by clicking on the “+” sign and then giving your Snapshot a **Name**, then click on “**Save**”.
- ii. You can **Remove/Revert** a Snapshot by clicking on the  sign, then choosing “**Remove**” or “**Revert**”.



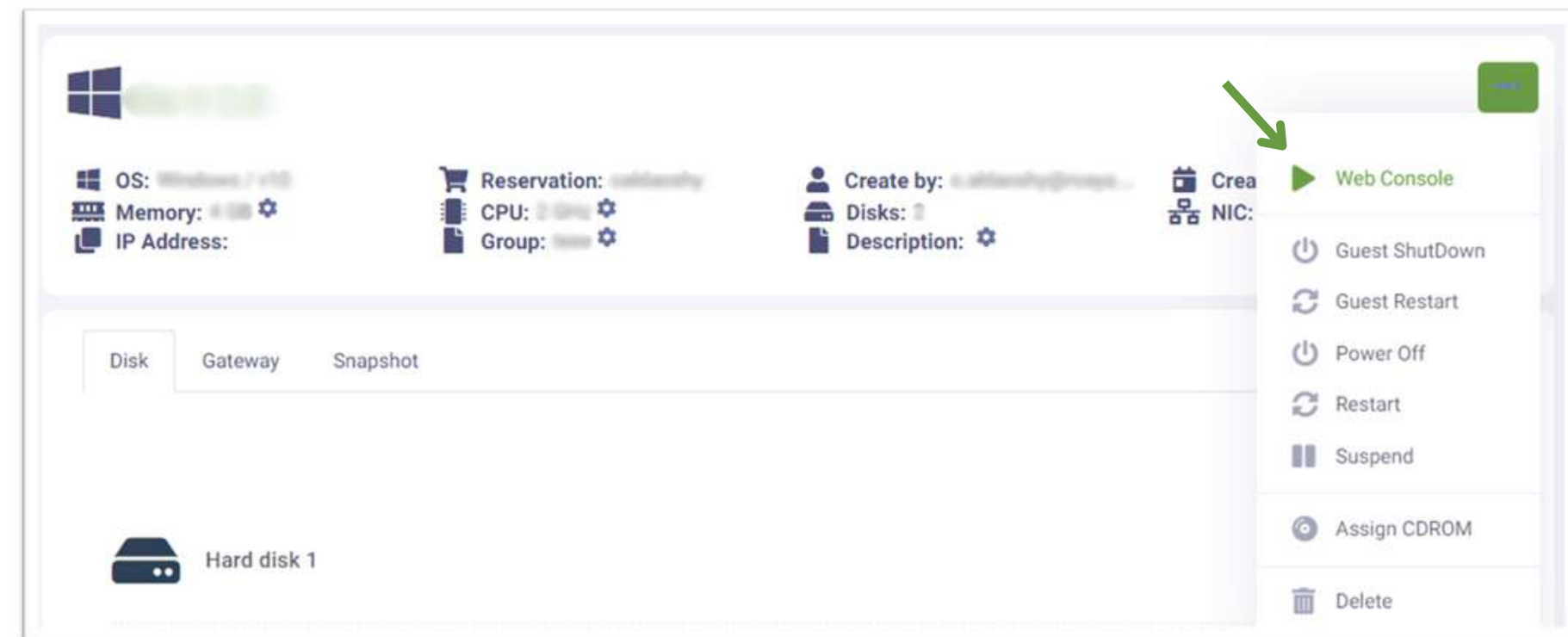
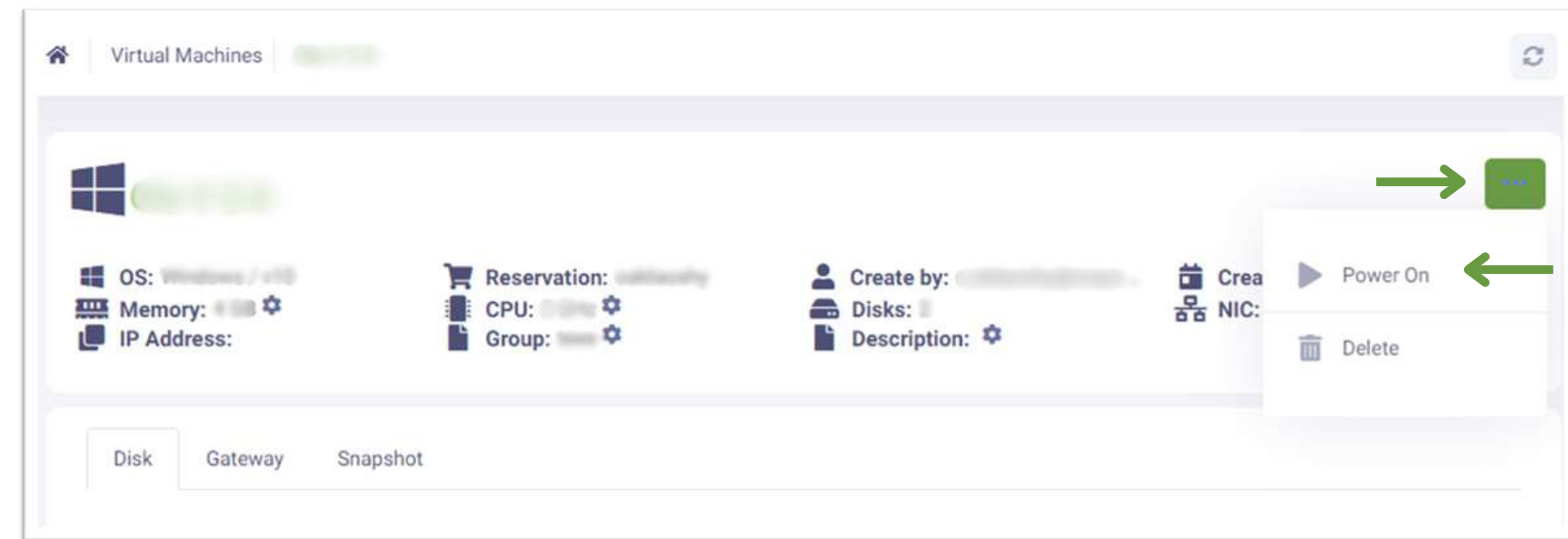
3-Organization

a.Virtual Machines:

9. Click on the  sign at the top-right corner to:

1. Power on your machine: Once your machine's been powered on, when you click on the  sign you will be able to:

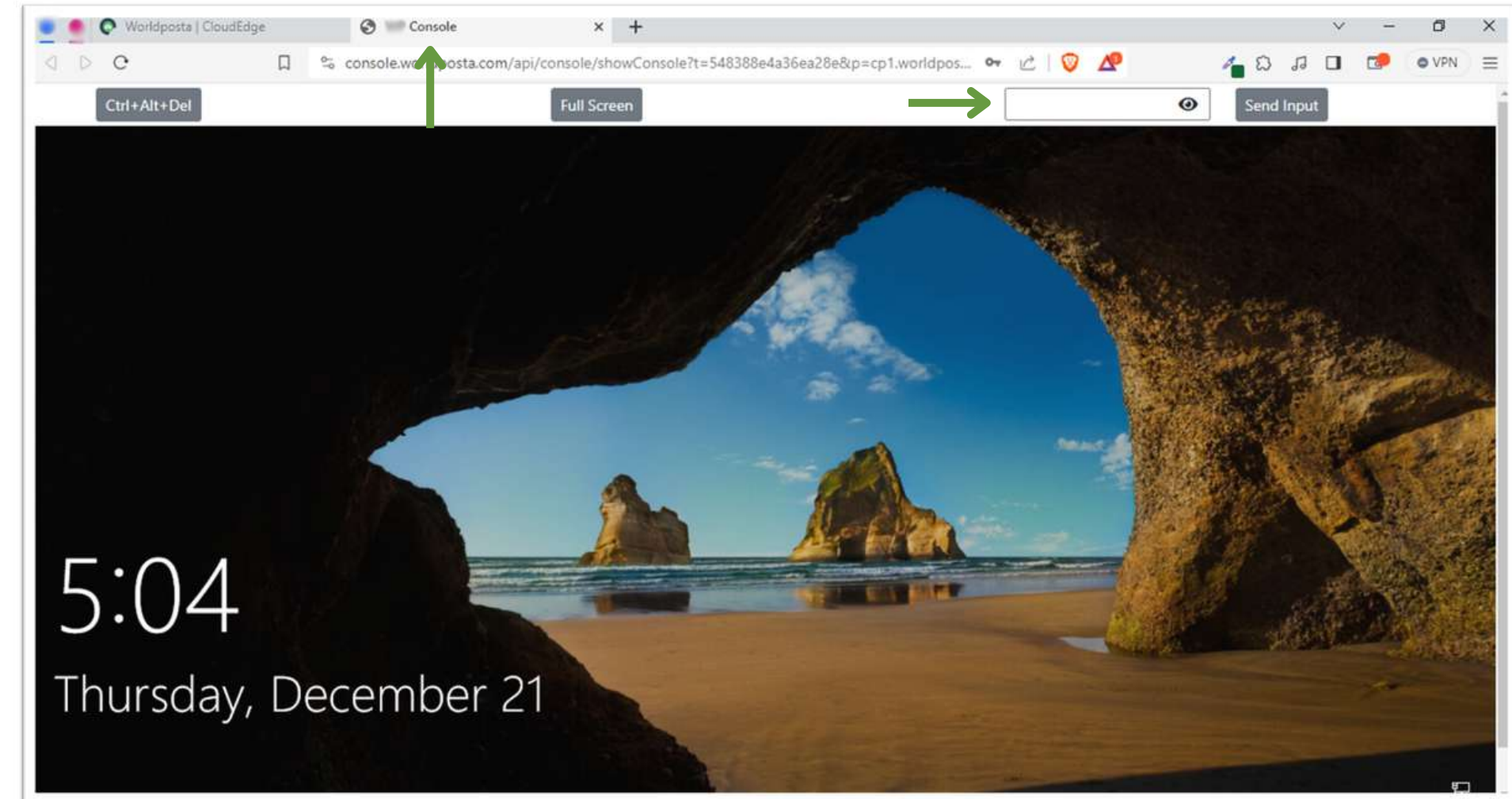
i. Open Web console.



3-Organization

a. Virtual Machines:

9. 1. i. **Open Web console:** A new tab will automatically be opened where you can find your **web console**. You will see a “**Send Input**” box at the top which you can use to **paste copied items from your host machine** into your **virtual machine**. You can now go ahead and **start using your web console**.



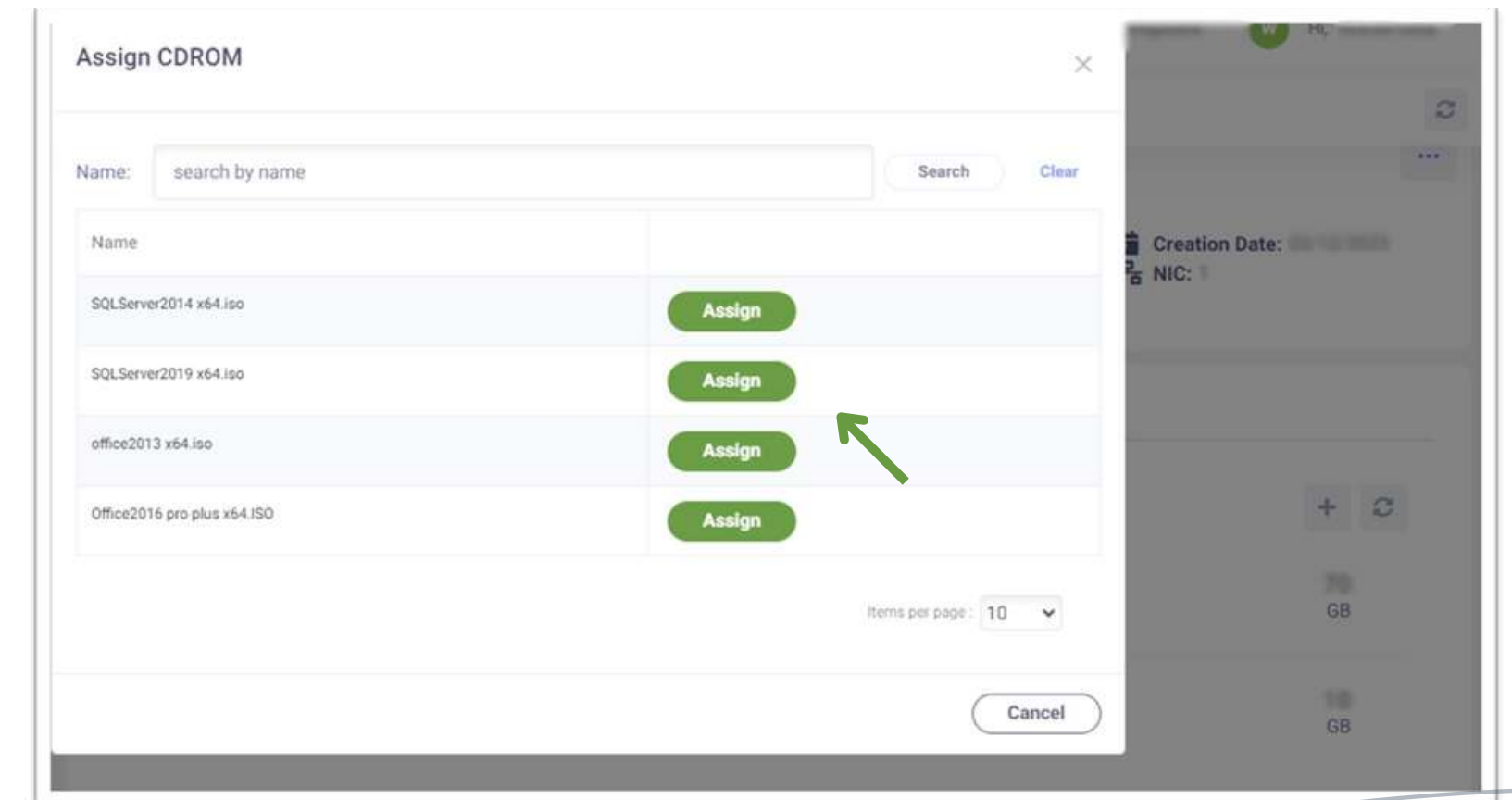
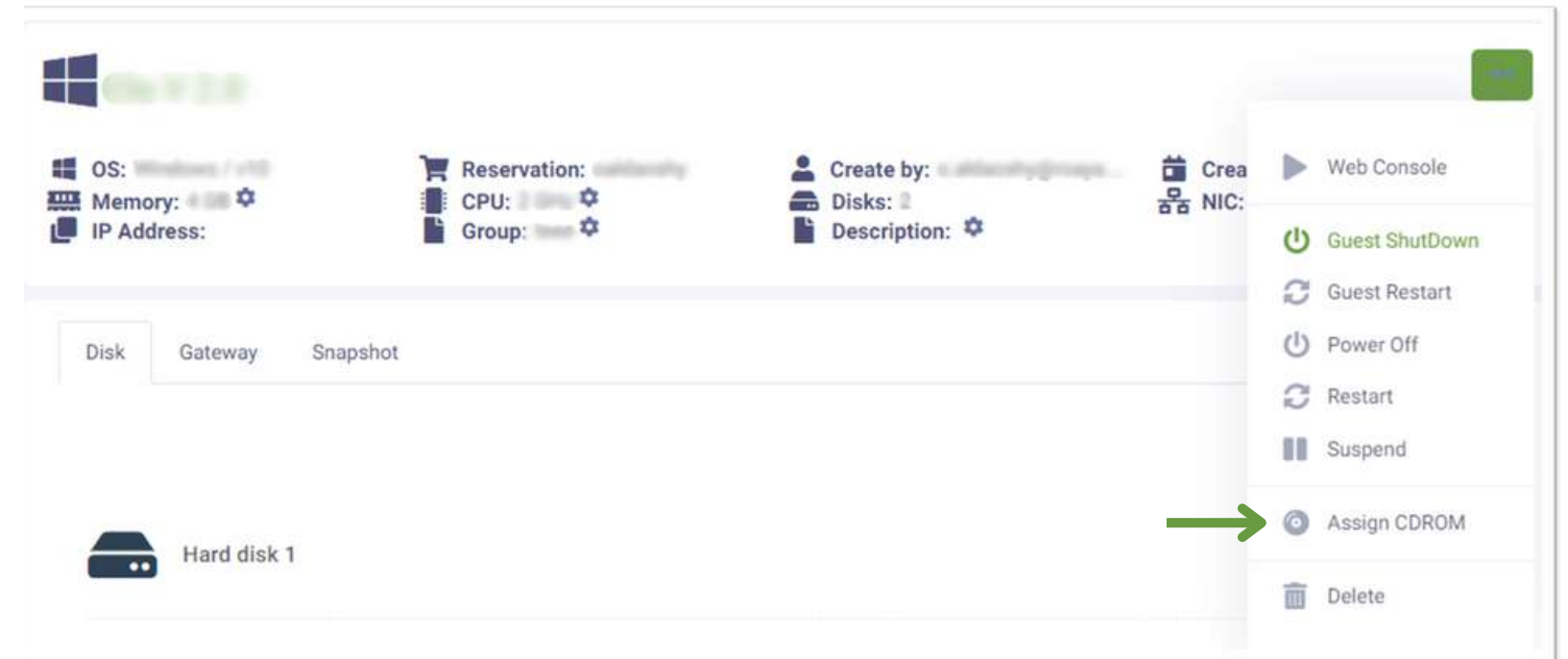
3-Organization

a. Virtual Machines:

9.1. ii. **Guest Shutdown/Restart** your machine.

iii. **Power off/ Restart/Suspend** your machine.

v. **Assign CDROM** to your machine: just click on “**Assign**” next to the one you’d like to choose, and it will be assigned automatically.



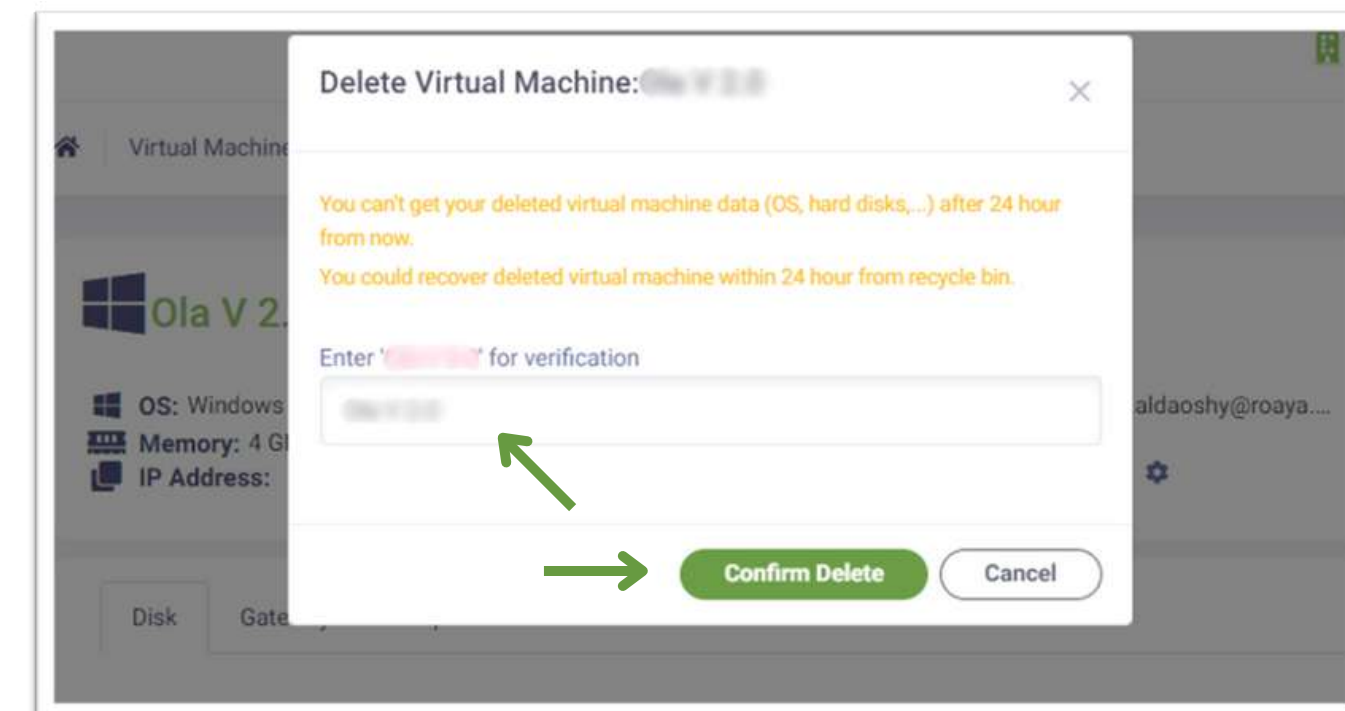
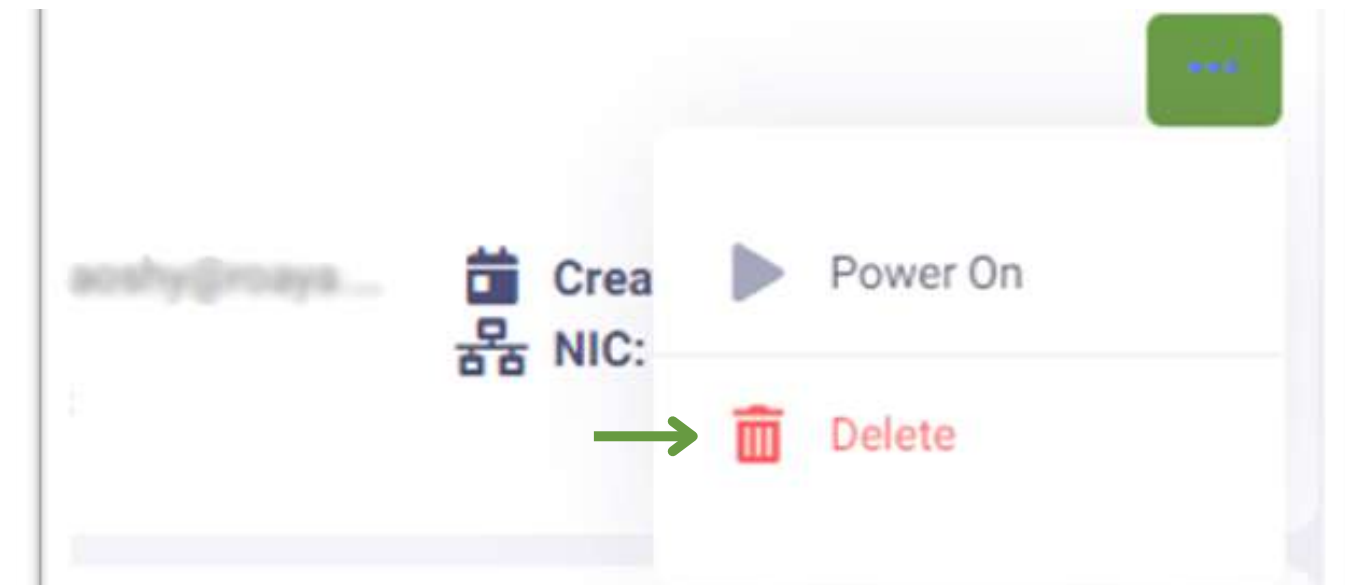
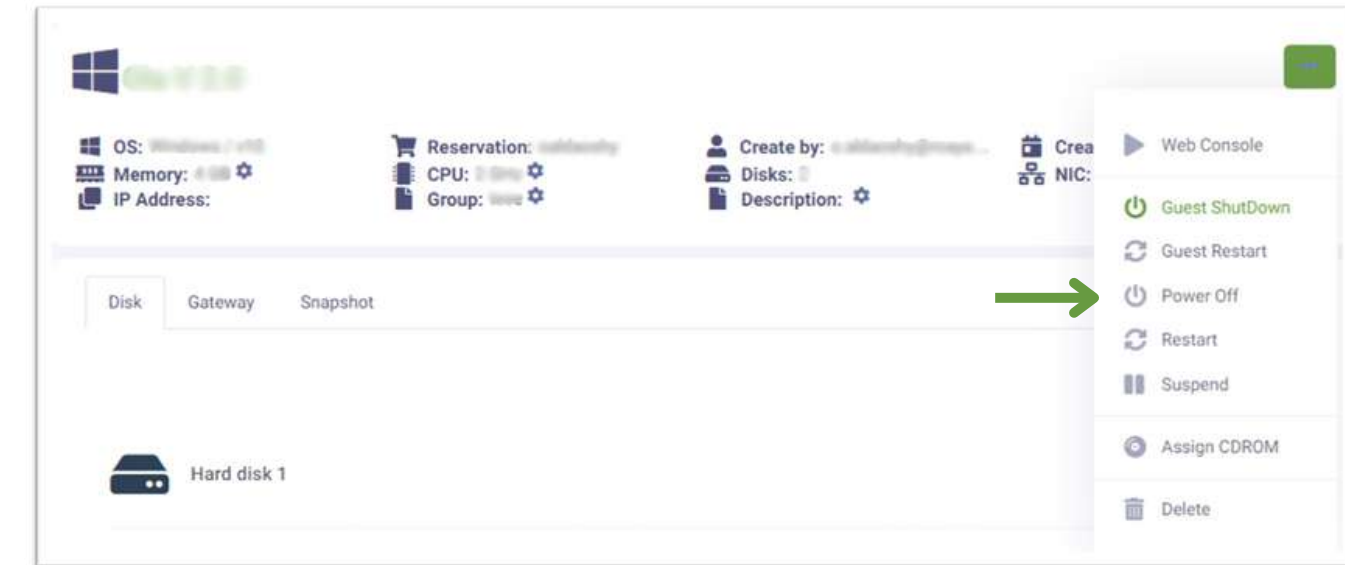
3-Organization

a. Virtual Machines:

9.2. Delete your machine

*Notes:




1. It is necessary to power off your machine before attempting to delete it.
2. You need to make sure that the VM you're trying to delete isn't a member of a firewall group.
3. Always copy the name of the item you are trying to delete to guarantee error-free operations.
4. You can't get your deleted virtual machine data (OS, hard disks,...) after 24 hour from the time of deletion.
5. You could always Recover your deleted virtual machine within 24 hour from the Recycle Bin.

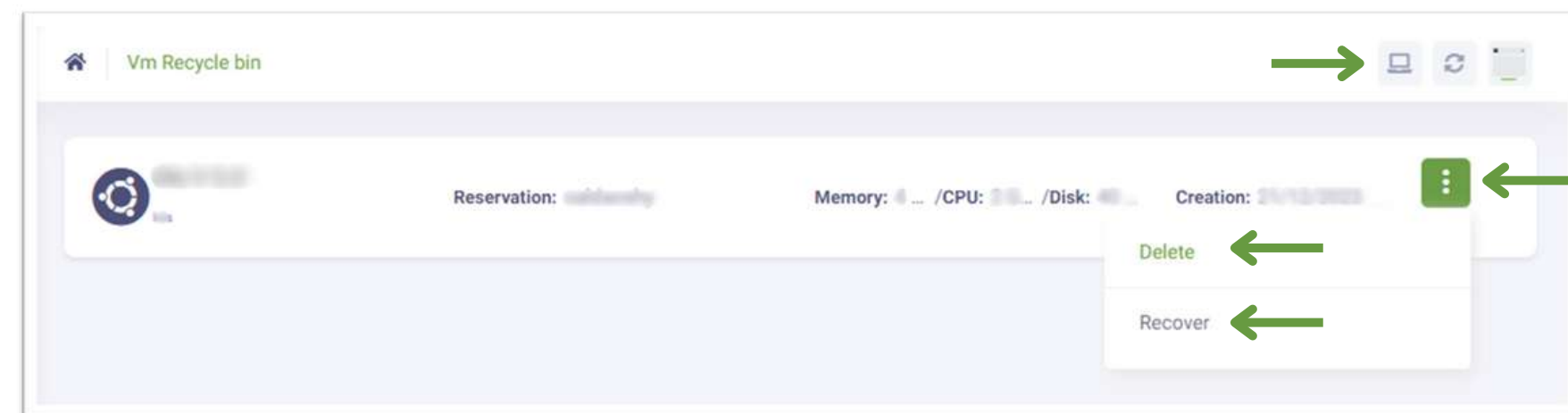
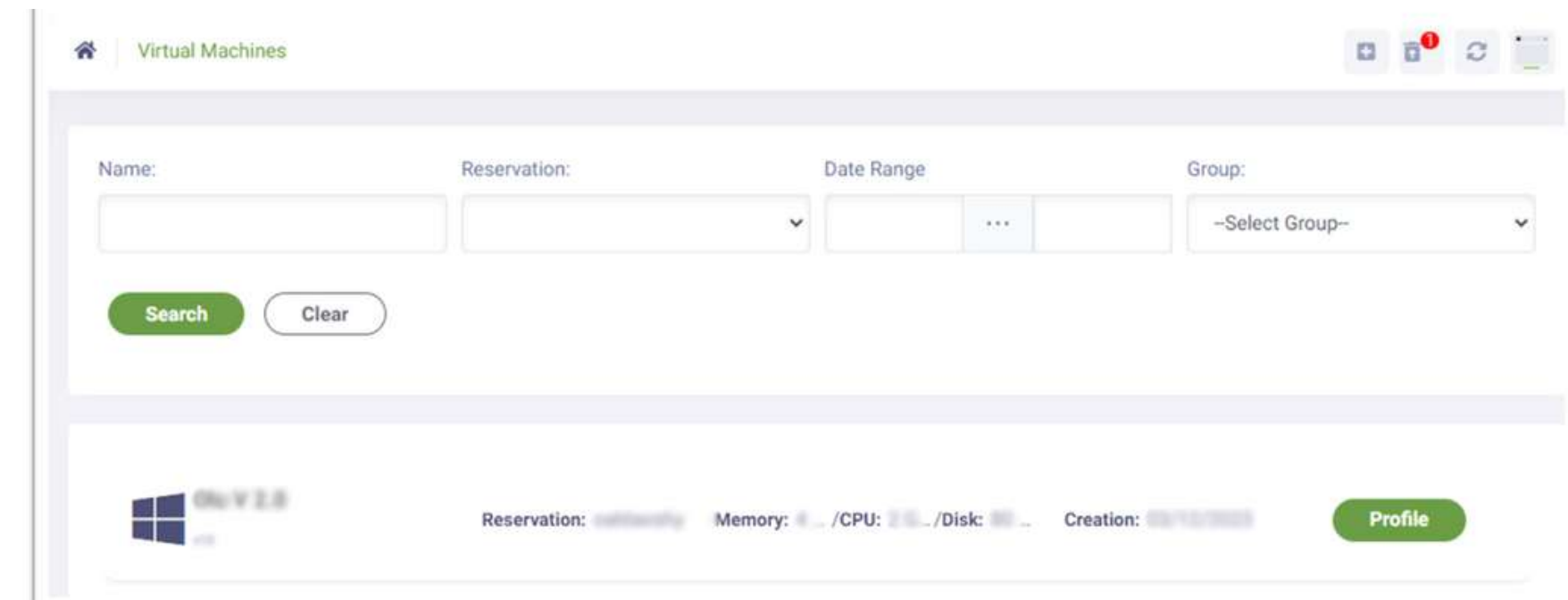


3-Organization

a. Virtual Machines:

10. Recover or Permanently **Delete** your Deleted items:


Go to **Virtual Machines**, then **click on** the  sign at the top-right corner to go to the **Recycle Bin**, then you will find your **deleted items**, you can then choose to either **Delete** or **Recover** the deleted items by clicking on the  sign and **choosing** the action you would like to perform. You can go **back** to the Virtual Machines tab by clicking on the  sign at the top-right corner.

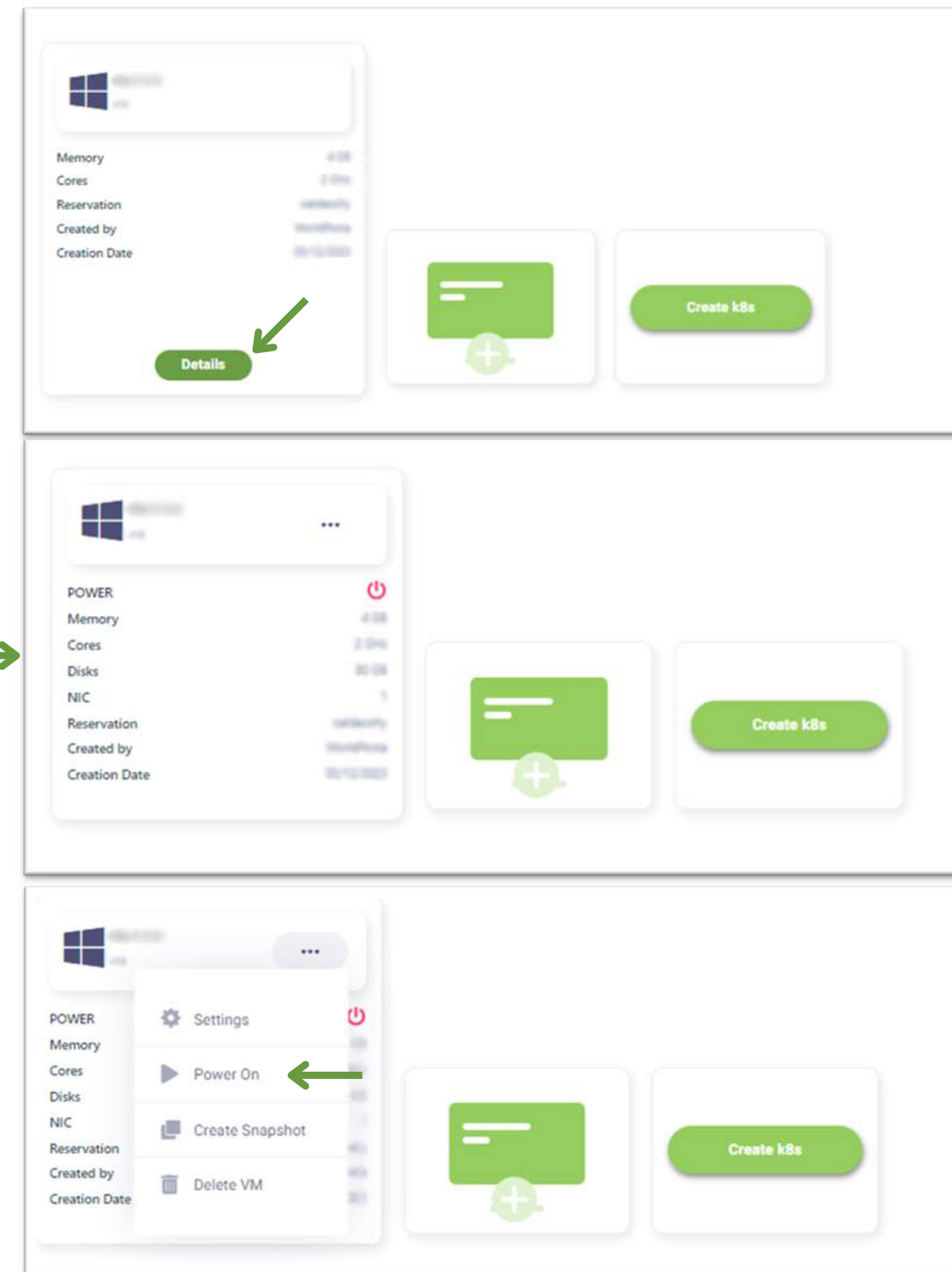
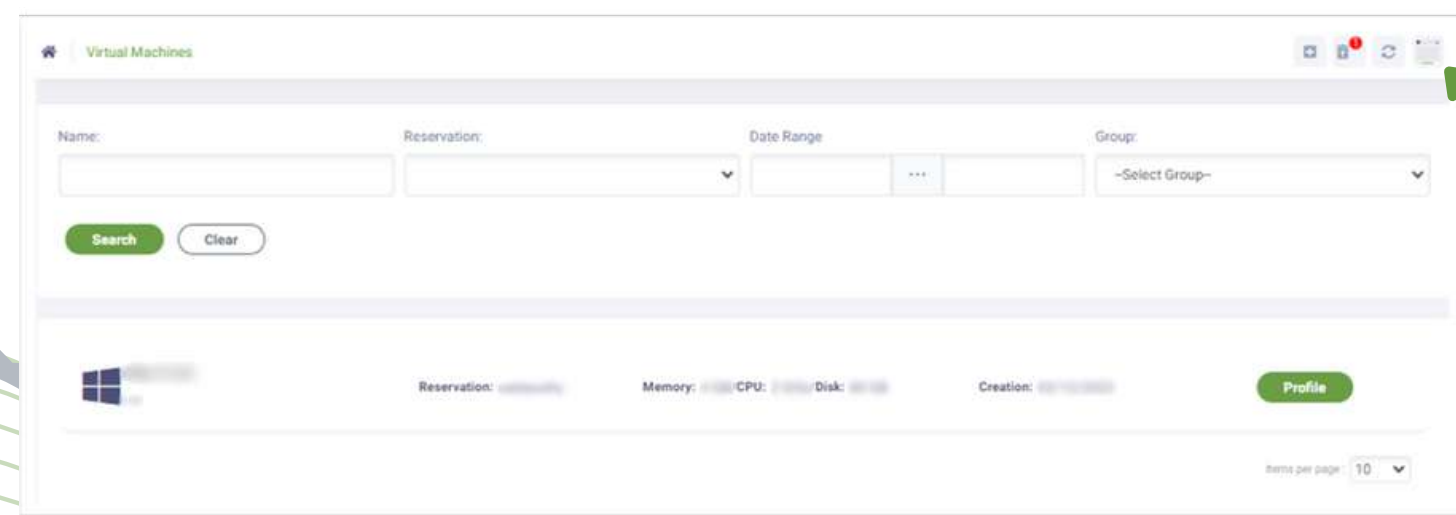


3-Organization

a. Virtual Machines:

11. Change View:

Go to **Virtual Machines**, then **click on the**  **sign** at the top-right corner to **Change View**. From this View, you can view the details of your VM by clicking on “**Details**”, from there you can **Power On/Off** your VM, Go to **Settings**, Create a **Snapshot** and **Delete** your VM, **Add** a **newVM** or **K8s**.

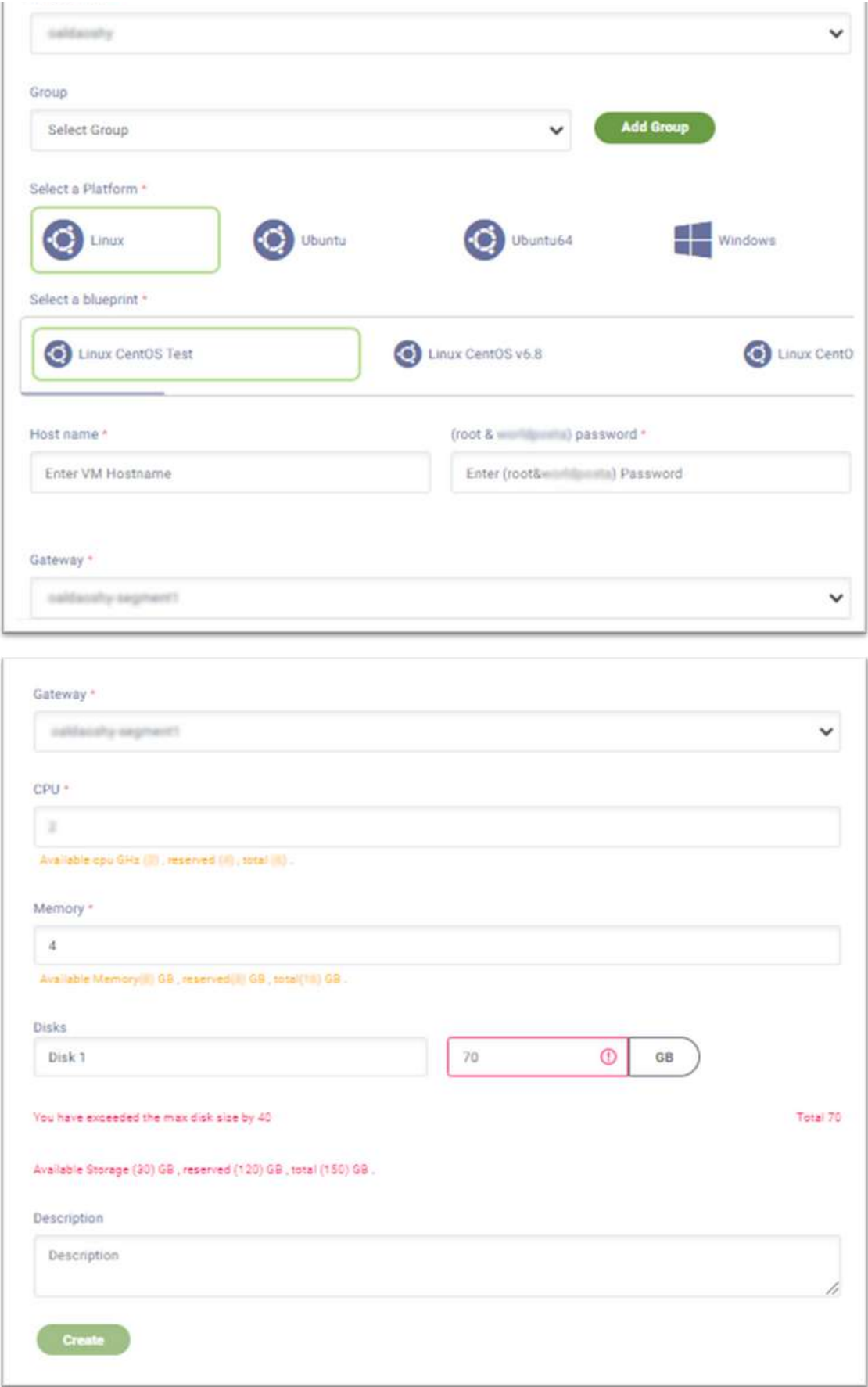
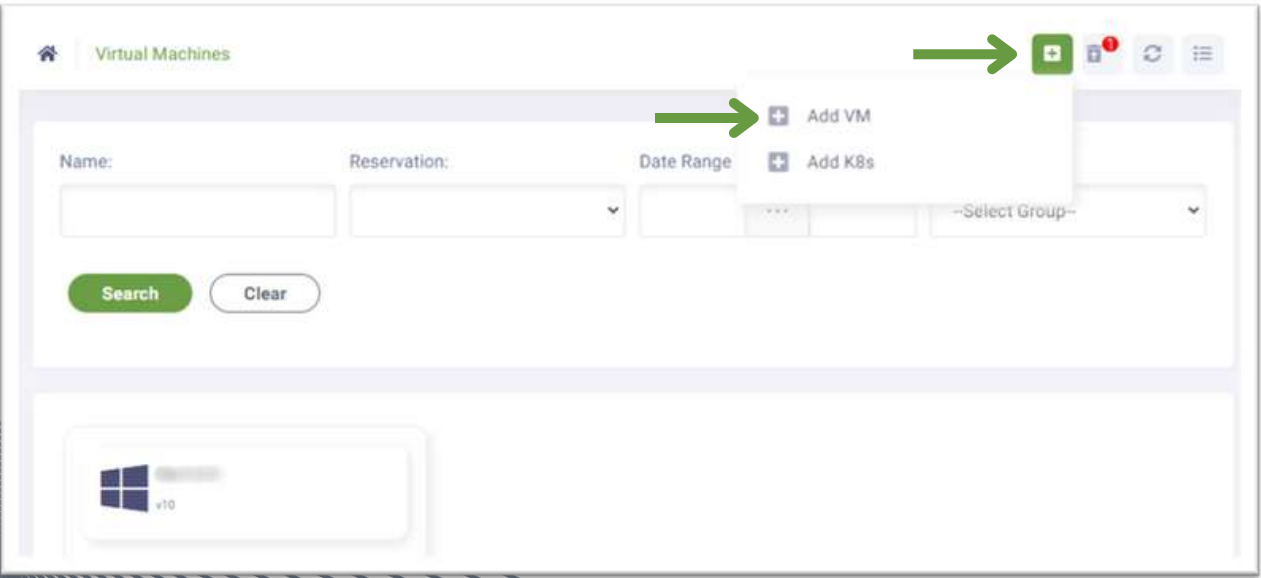


3-Organization

a. Virtual Machines:

12. Add a new VM:

Go to **Virtual Machines**, then click on the “+” sign at the top-right corner, then choose “**Add VM**”. You can now specify the new **Virtual Machine’s Name**, **Reservation**, **Group**, **Platform**, **Blueprint**, **Host Name** and **Password**, **Gateway**, **CPU**, **Memory**, **Storage**, and **Description**, then click on “**Create**”.

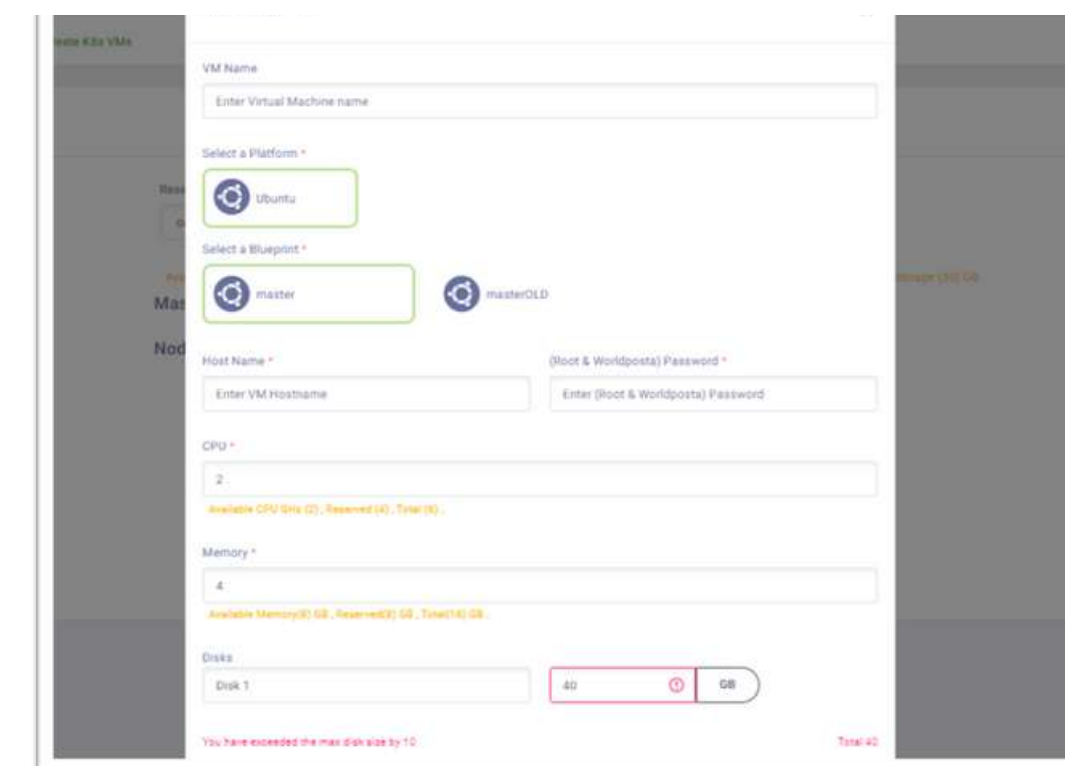
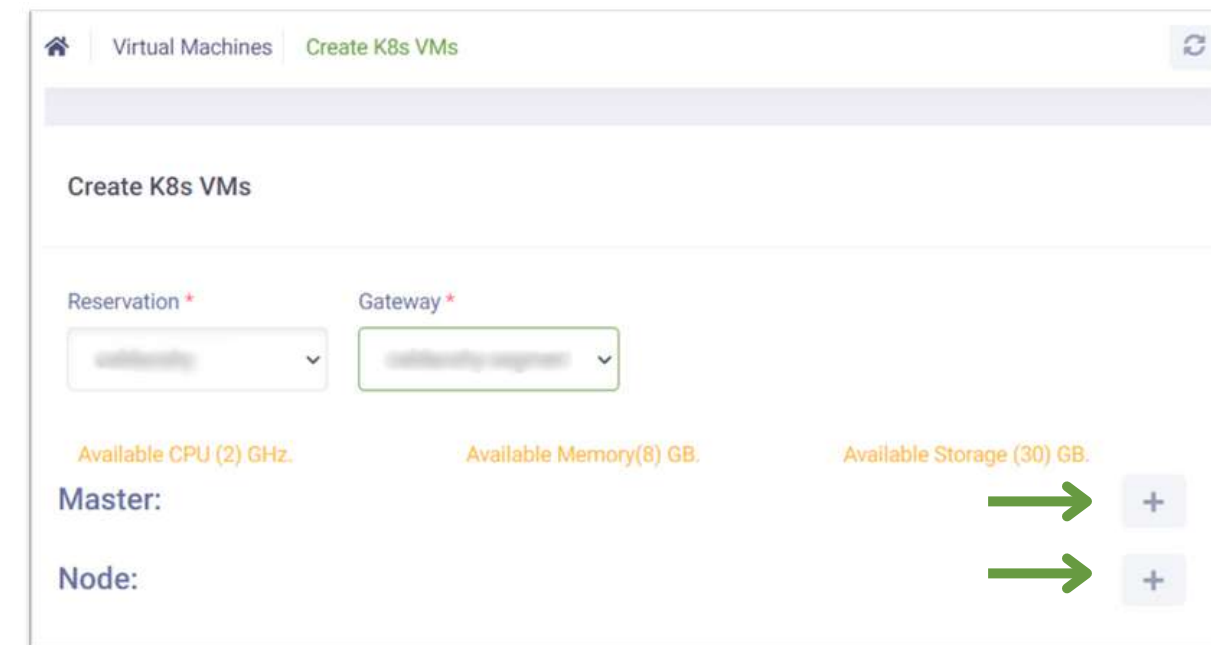
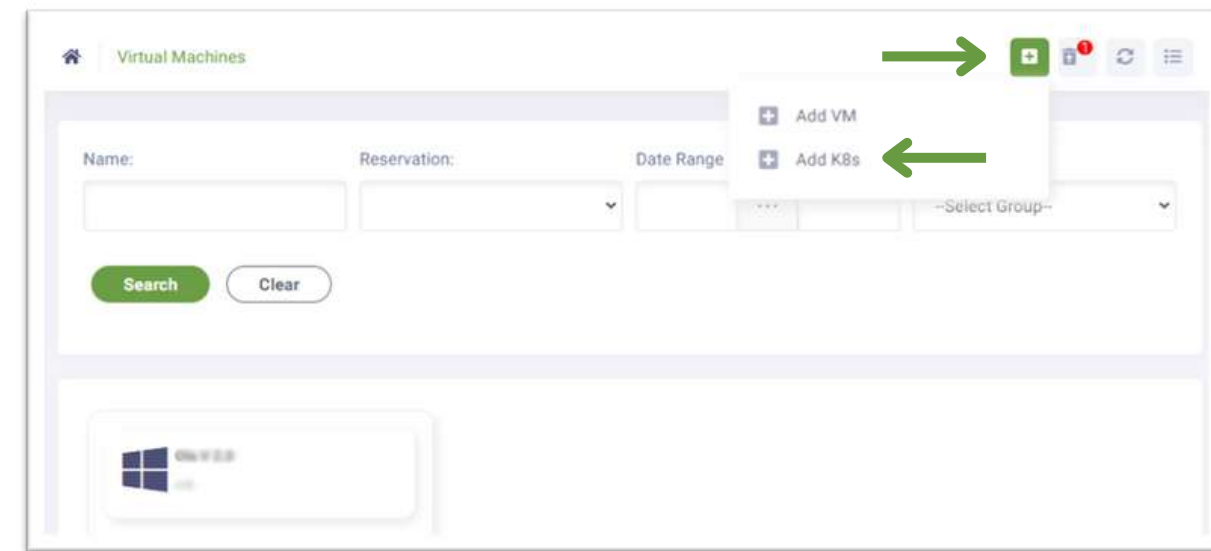
A screenshot of the 'Add VM' form. The form is divided into several sections. The top section has a 'Group' dropdown and an 'Add Group' button. Below that is a 'Select a Platform' section with buttons for 'Linux', 'Ubuntu', 'Ubuntu64', and 'Windows'. The 'Linux' button is highlighted. Below that is a 'Select a blueprint' section with buttons for 'Linux CentOS Test', 'Linux CentOS v6.8', and 'Linux CentOS'. The 'Linux CentOS Test' button is highlighted. The next section has 'Host name' and '(root & worldposta) password' fields. Below that is a 'Gateway' dropdown. The next section has 'CPU' and 'Memory' fields. Below that is a 'Disks' section with a 'Disk 1' field and a '70 GB' value. Below that is a 'Description' field. At the bottom is a 'Create' button.

3-Organization

a. Virtual Machines:

13. Add K8s:

Go to **Virtual Machines**, then **click on** the “+” sign at the top-right corner, then choose “**Add K8s**”. You can now add new K8s to your account, where you can choose the **Reservation** and **Gateway** and specify the **Nodes/Master Nodes VM** by giving it a **Name**, Selecting the **Platform**, **Blueprint**, **Host Name** and **Password**, **CPU**, **Memory**, **Storage**, and **Description**. You can also specify the **Number of Nodes/Master Nodes VMs** you want to create all at once, then Click on “**Add**”.

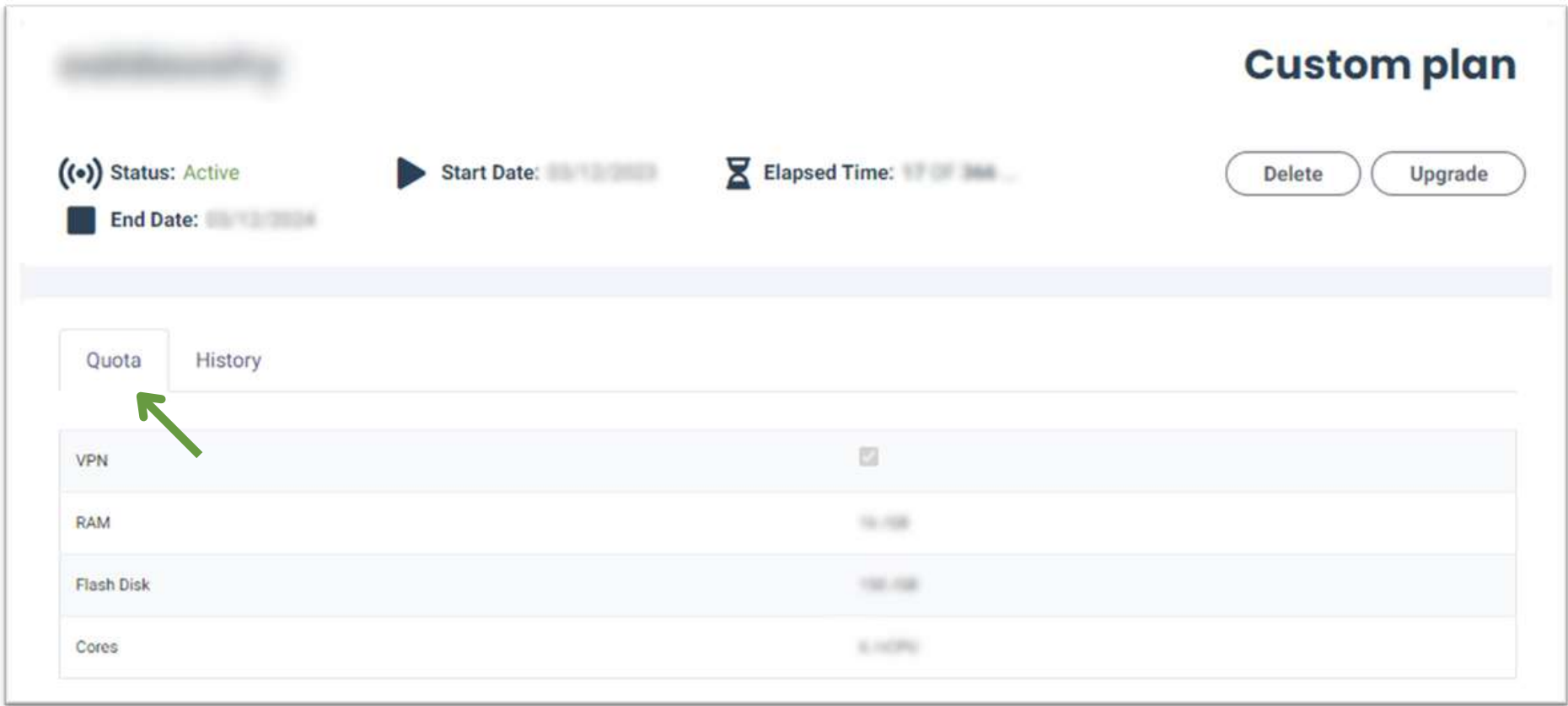
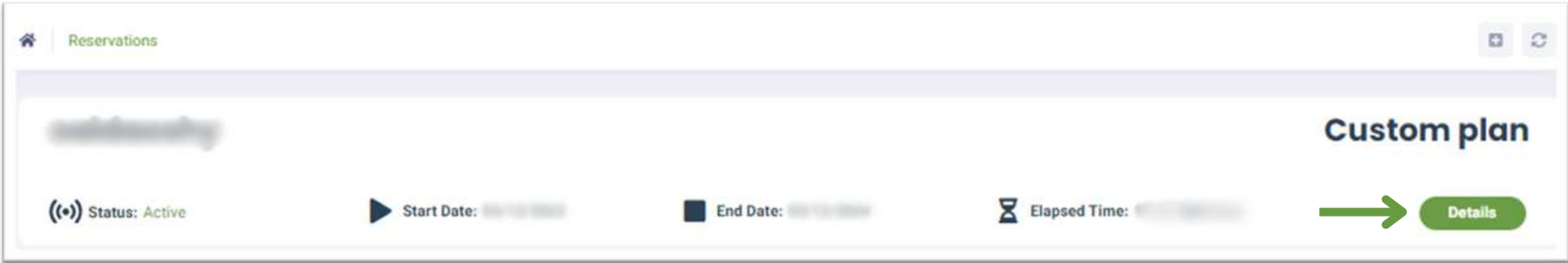


3-Organization

b. Reservations:

In this tab you can View, Upgrade or Delete your current reservations. You can also view the **Status**, **Start** and **End dates** and how much time you have left for this reservation under **Elapsed Time**.

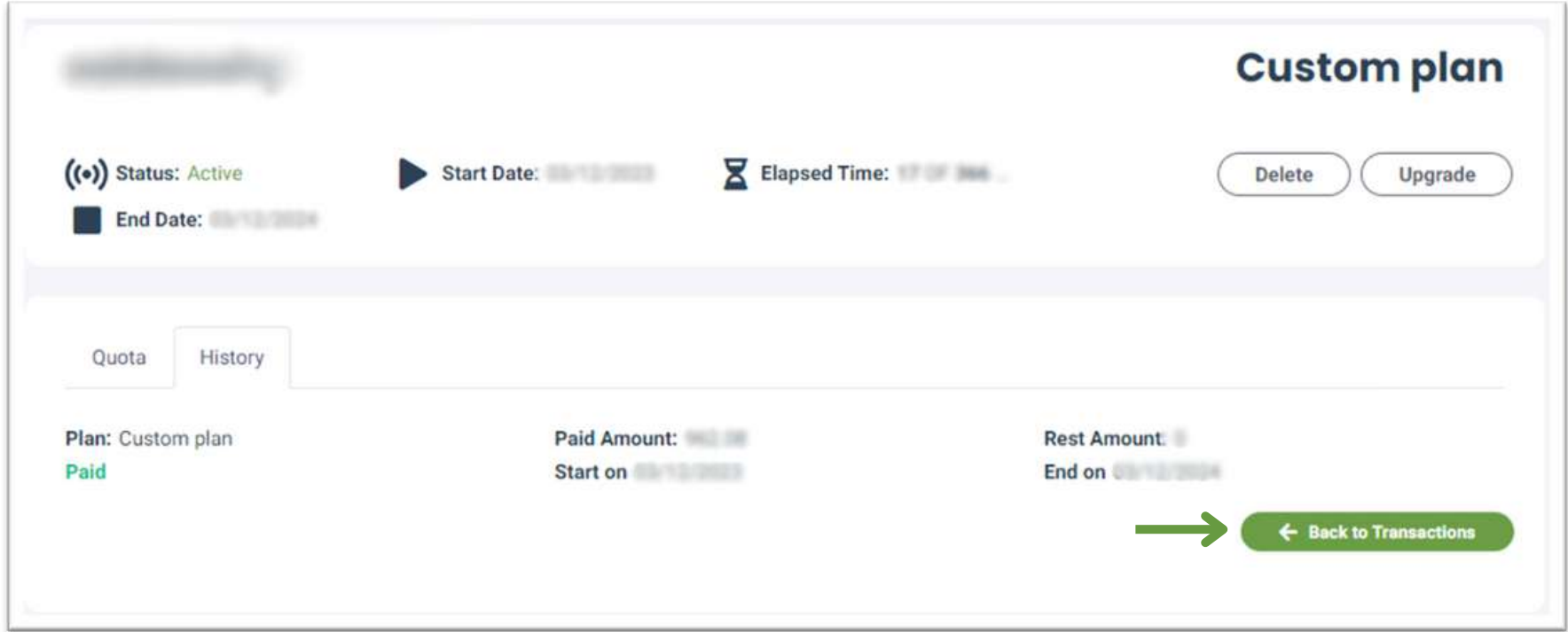
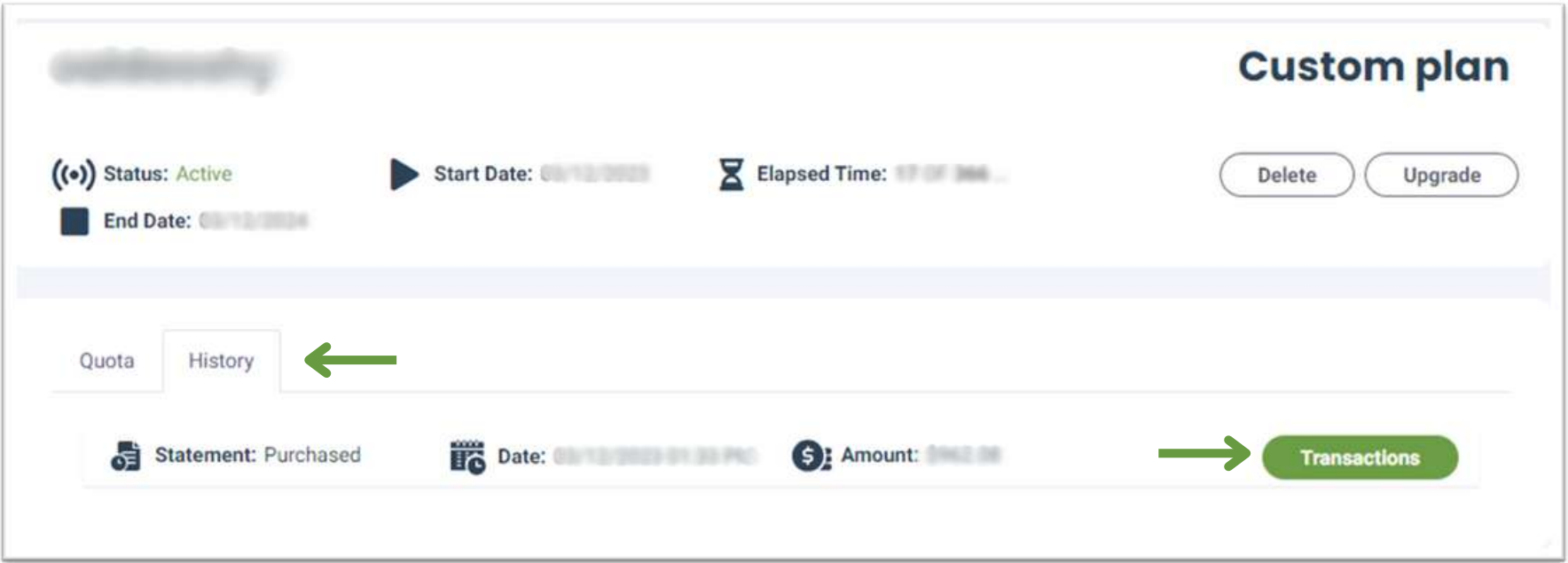
- 1. Click on “**Details**” to view the reservation where you will find:
 - i. Your **Quota** details for this reservation, like your **VPN, RAM, Flash Disk**, and **No. of Cores**.



3-Organization

b. Reservations:

1. ii. **Your Transactions history:** Click on “Transactions” to view the **Transaction details**, you can then go **back to Transactions** when you click on “**Back To Transactions**”.

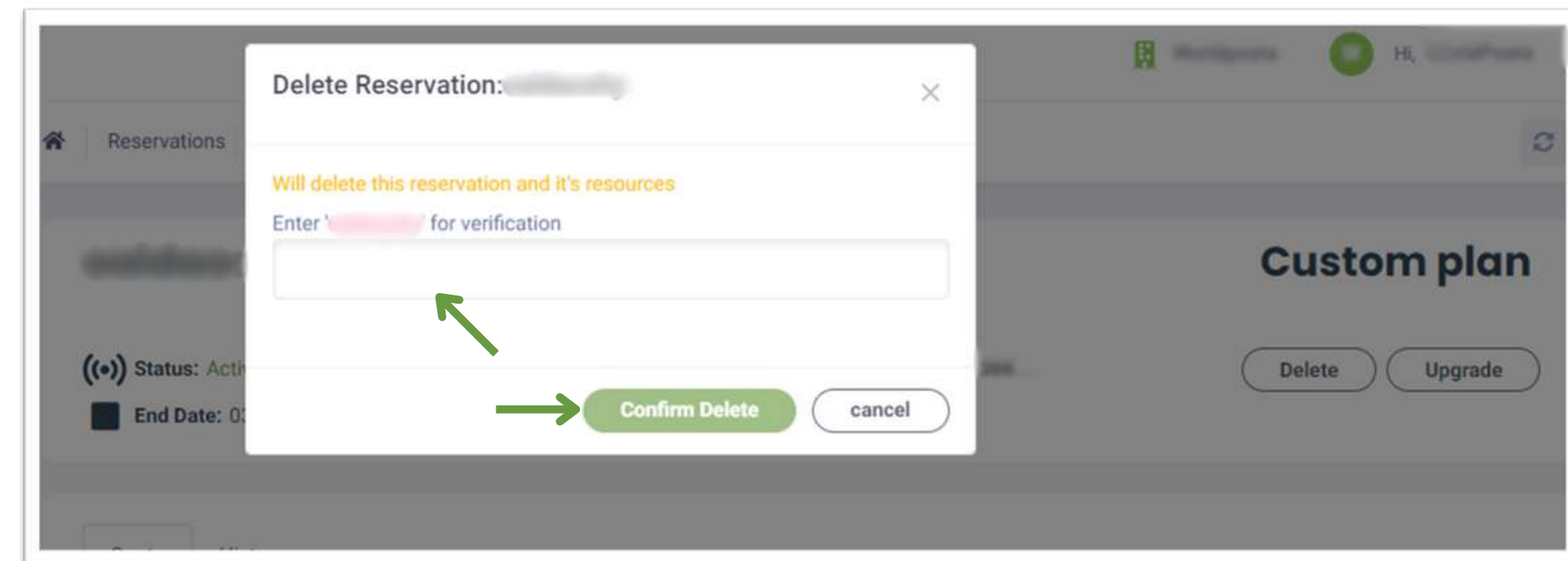
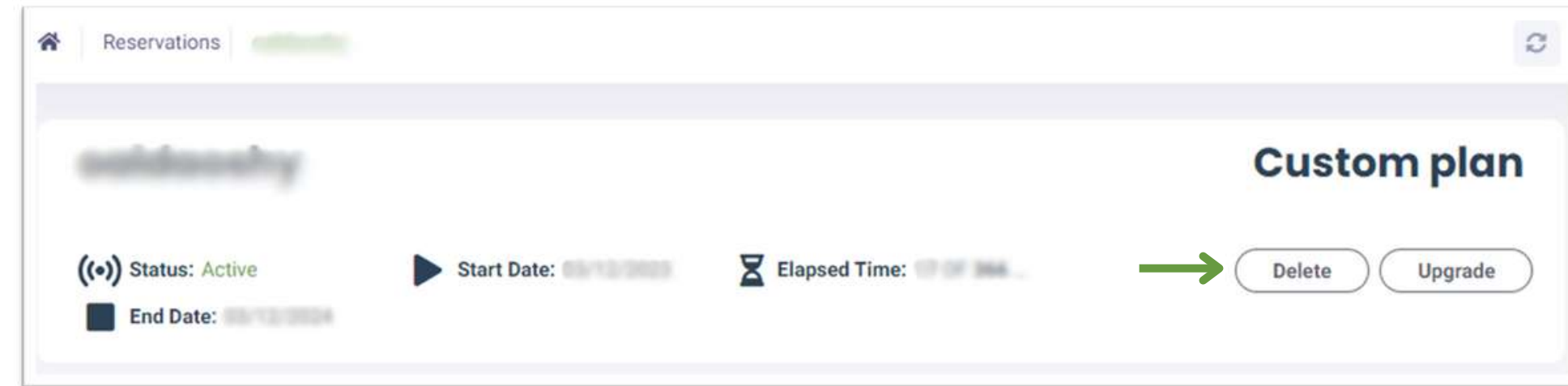


3-Organization

b. Reservations:

1. iii. Delete this Reservation along with its Resources: click on **"Delete"**, then **Copy & Paste the Name** of the **Reservation** then click on **"Confirm Delete"**.

****Always copy the name of the item you are trying to delete to guarantee error-free operations.****



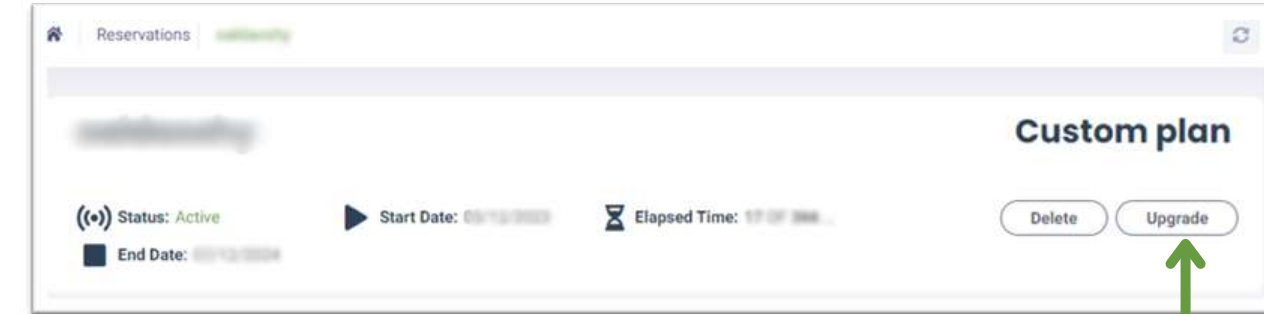
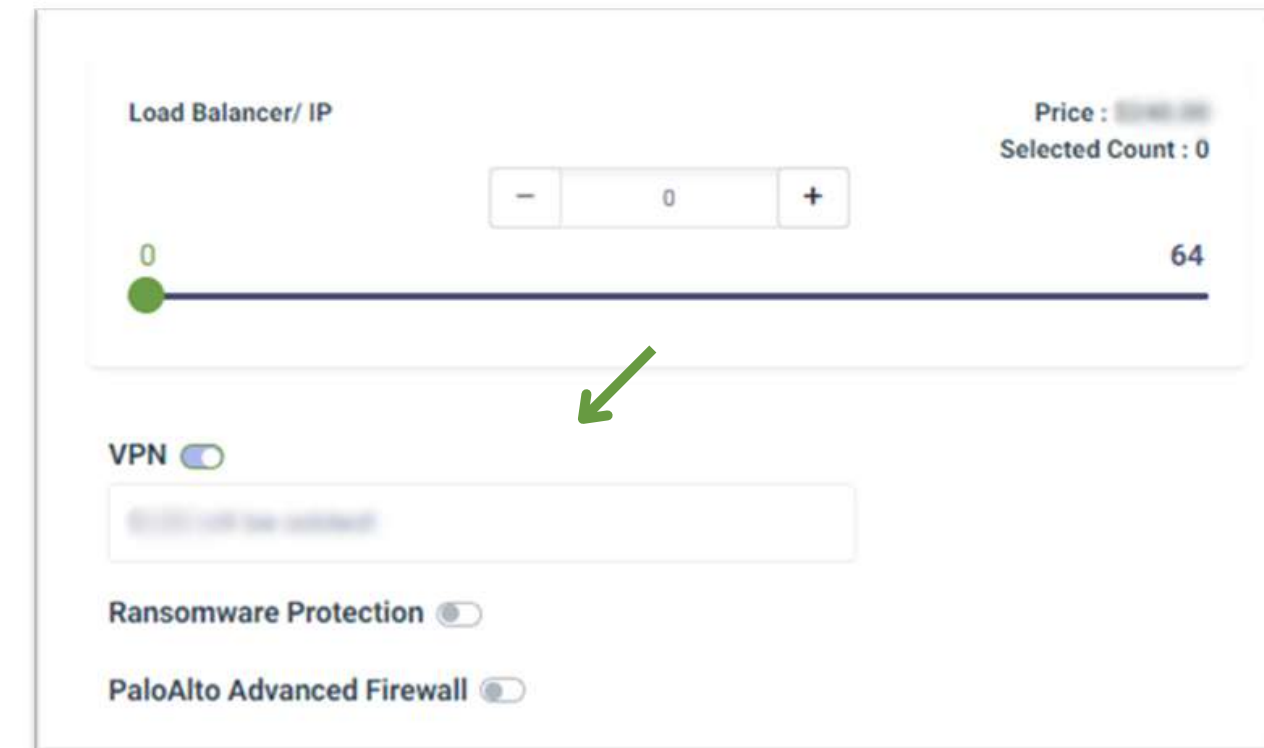
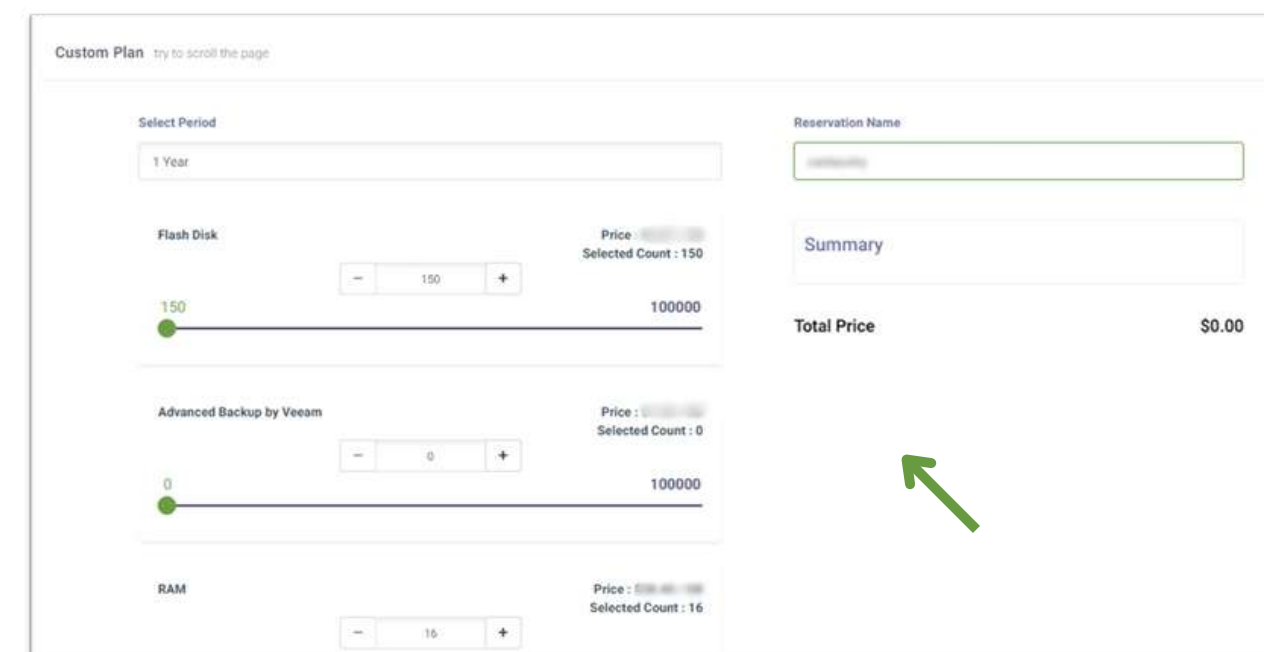
3-Organization

b. Reservations:

1. iv. Upgrade your reservation where you can:

i. Modify the **Subscription Period, Reservation Name, Flash Disk, Backup, RAM, Cores, Windows And Linux Licenses, Trend Micro Deep Security, Cortex XDR Endpoint Protection, Public Ips, and Load Balancers.**

ii. You can also **Enable/Disable Ransomware Protection, PaloAlto Advanced Firewall and VPN**, then **click on “Upgrade Reservation”**.

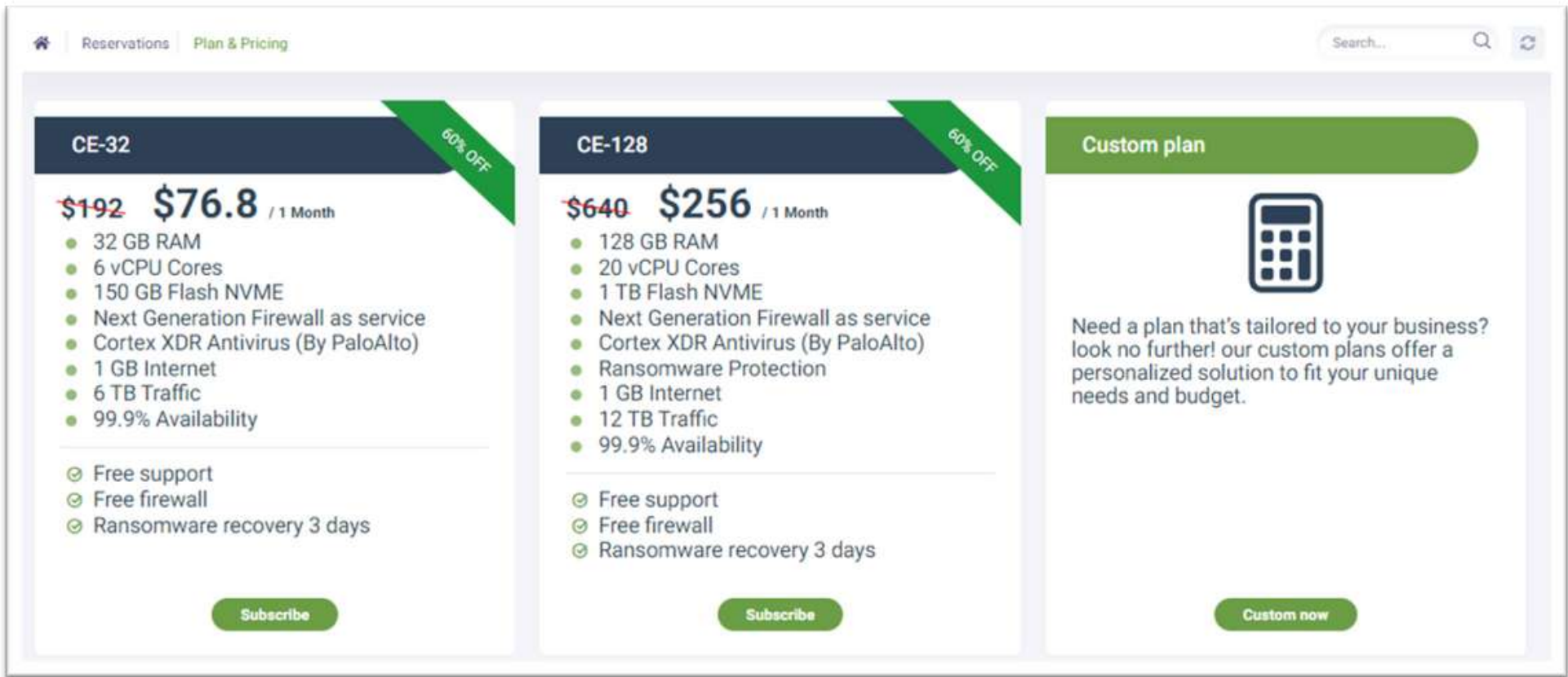
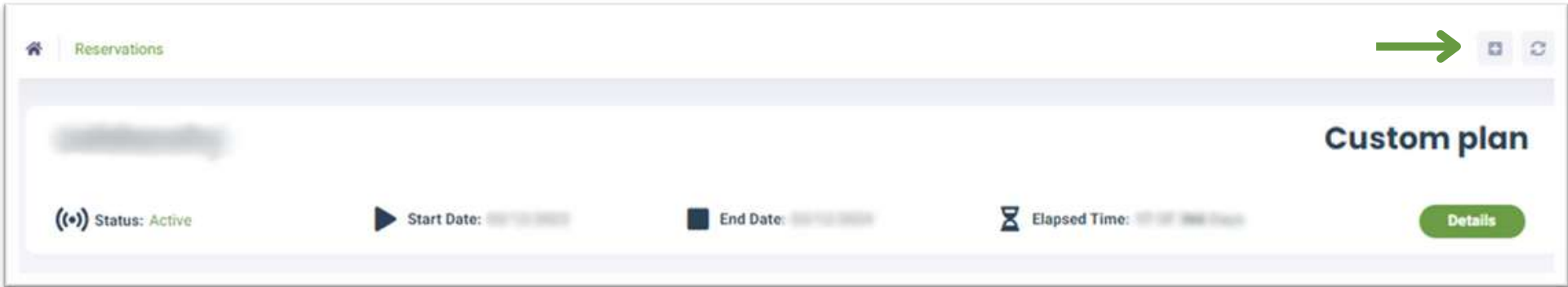




3-Organization

b. Reservations:

1. v. 1.v. Add a new reservation :

To create a new Reservation, go to the **Reservations** section and click the “+” sign in the top-right corner. Here, you'll discover available plans to subscribe to, including **pre-configured reservations** or the option **to customize your own**.



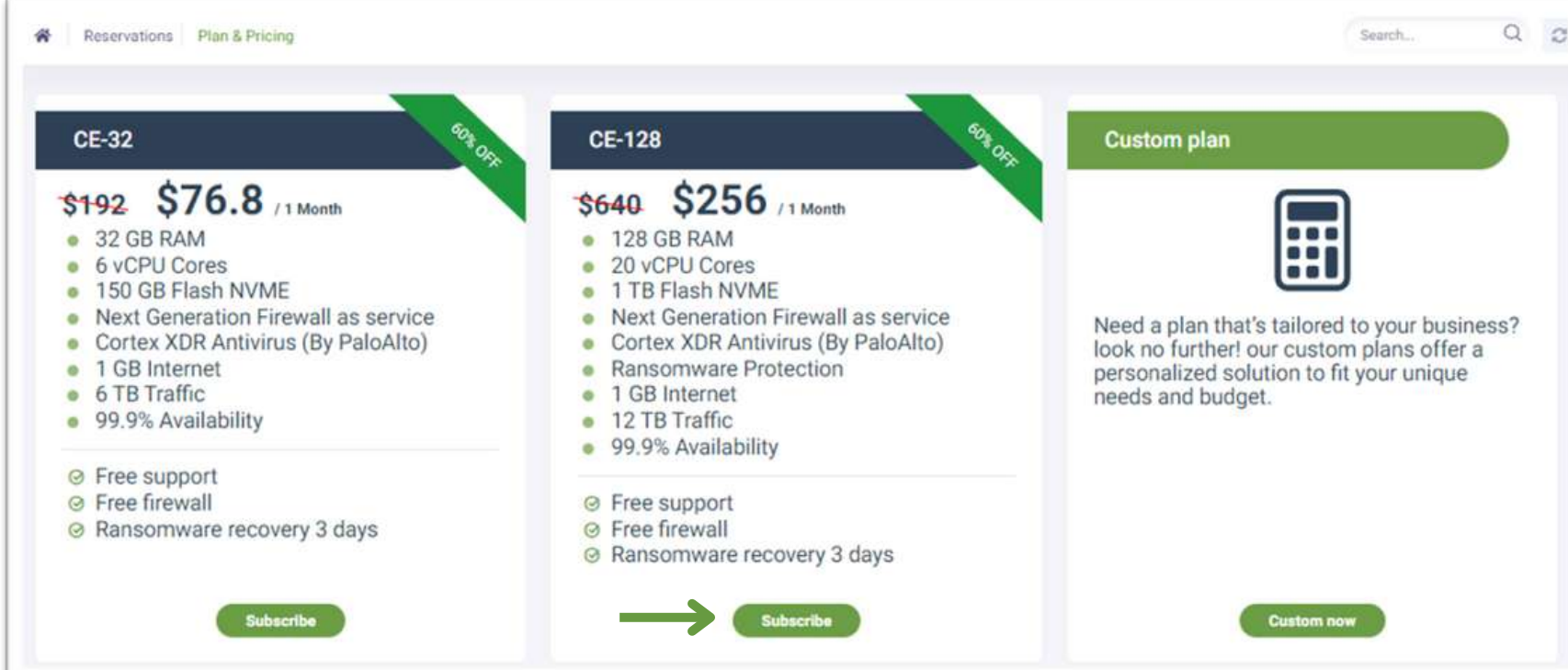
3-Organization

b. Reservations:

1.v. Add a new reservation :

Click on **“Subscribe”** on the Reservation you’d like to subscribe to, then fill out the Name of the new Reservation and click the button to select your desired plan. Finally, click **“Continue”** to proceed.

**** For the Custom plan, you will follow the same steps but after customizing your plan you will click on “Request reservation”.**

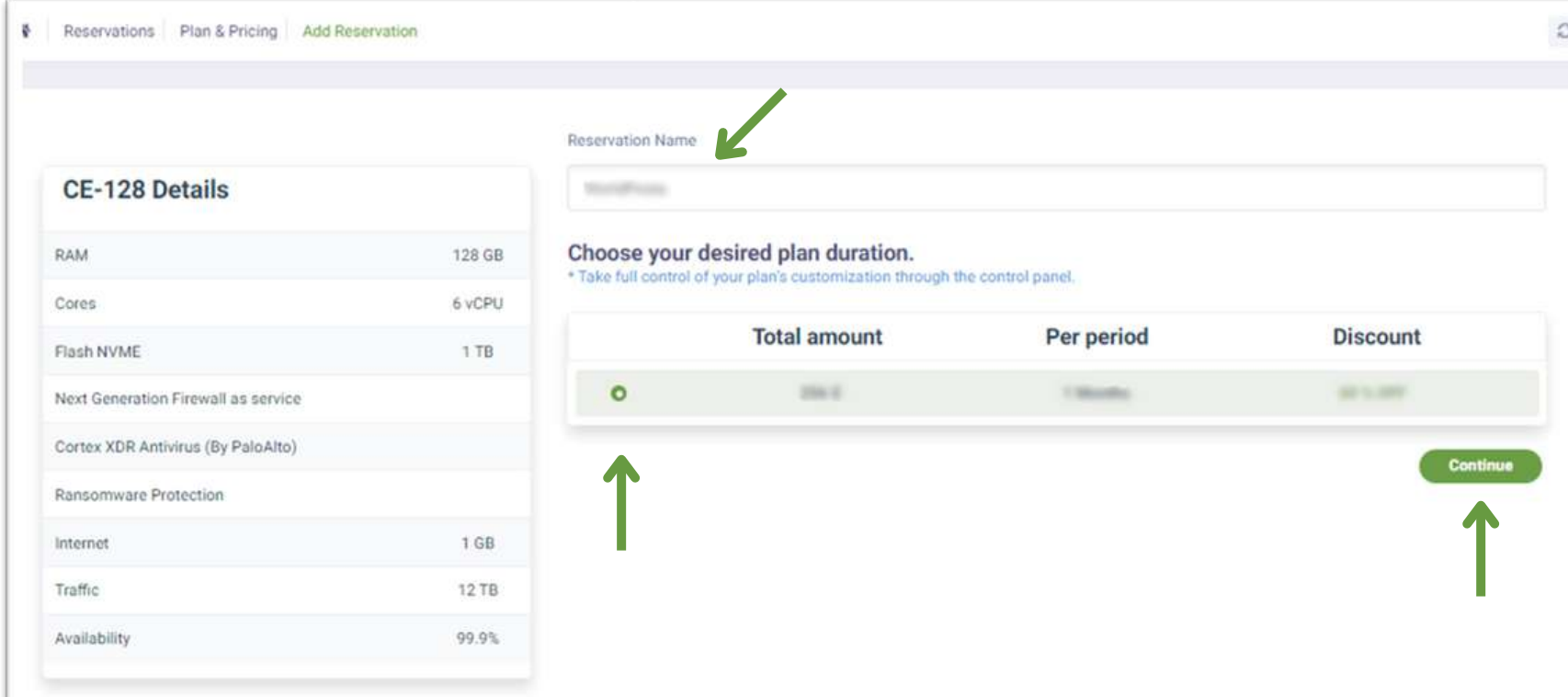


Reservations | Plan & Pricing

CE-32 **60% OFF**
~~\$192~~ **\$76.8** / 1 Month
 • 32 GB RAM
 • 6 vCPU Cores
 • 150 GB Flash NVME
 • Next Generation Firewall as service
 • Cortex XDR Antivirus (By PaloAlto)
 • 1 GB Internet
 • 6 TB Traffic
 • 99.9% Availability
 • Free support
 • Free firewall
 • Ransomware recovery 3 days
 Subscribe

CE-128 **60% OFF**
~~\$640~~ **\$256** / 1 Month
 • 128 GB RAM
 • 20 vCPU Cores
 • 1 TB Flash NVME
 • Next Generation Firewall as service
 • Cortex XDR Antivirus (By PaloAlto)
 • Ransomware Protection
 • 1 GB Internet
 • 12 TB Traffic
 • 99.9% Availability
 • Free support
 • Free firewall
 • Ransomware recovery 3 days
 → Subscribe

Custom plan
 Need a plan that's tailored to your business? look no further! our custom plans offer a personalized solution to fit your unique needs and budget.
 Custom now



Reservations | Plan & Pricing | Add Reservation

CE-128 Details

RAM	128 GB
Cores	6 vCPU
Flash NVME	1 TB
Next Generation Firewall as service	
Cortex XDR Antivirus (By PaloAlto)	
Ransomware Protection	
Internet	1 GB
Traffic	12 TB
Availability	99.9%

Reservation Name

Choose your desired plan duration.
 * Take full control of your plan's customization through the control panel.

	Total amount	Per period	Discount
<input checked="" type="radio"/>	\$256.0	1 Month	60% OFF

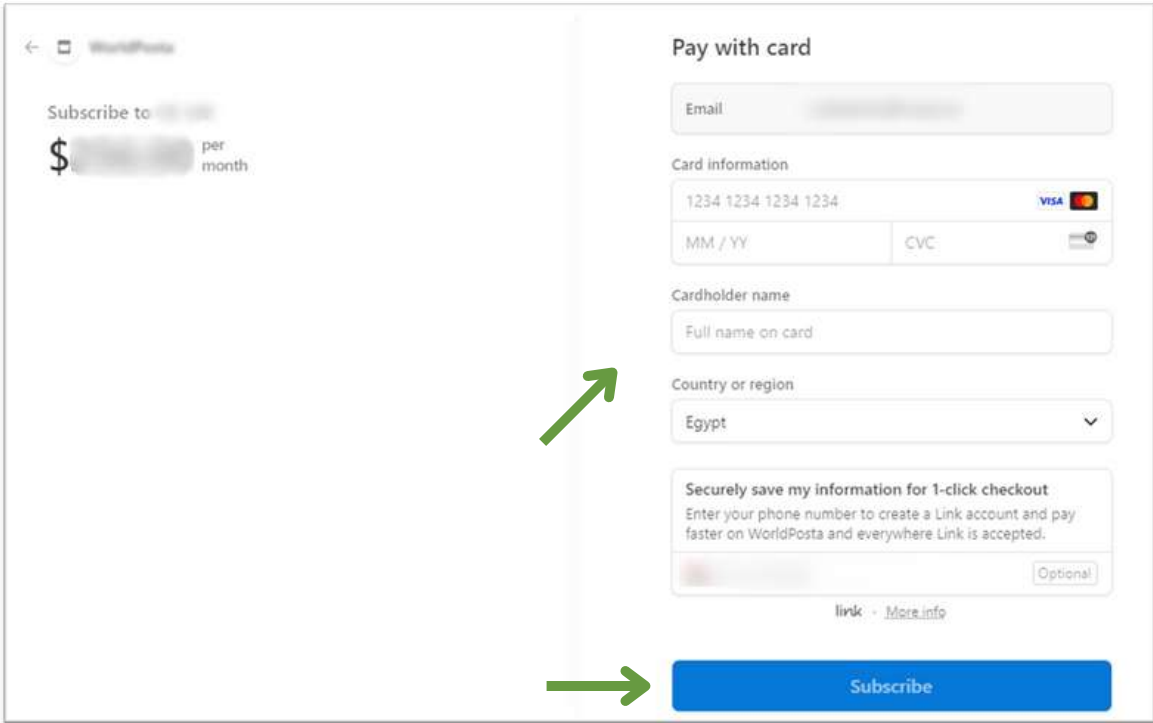
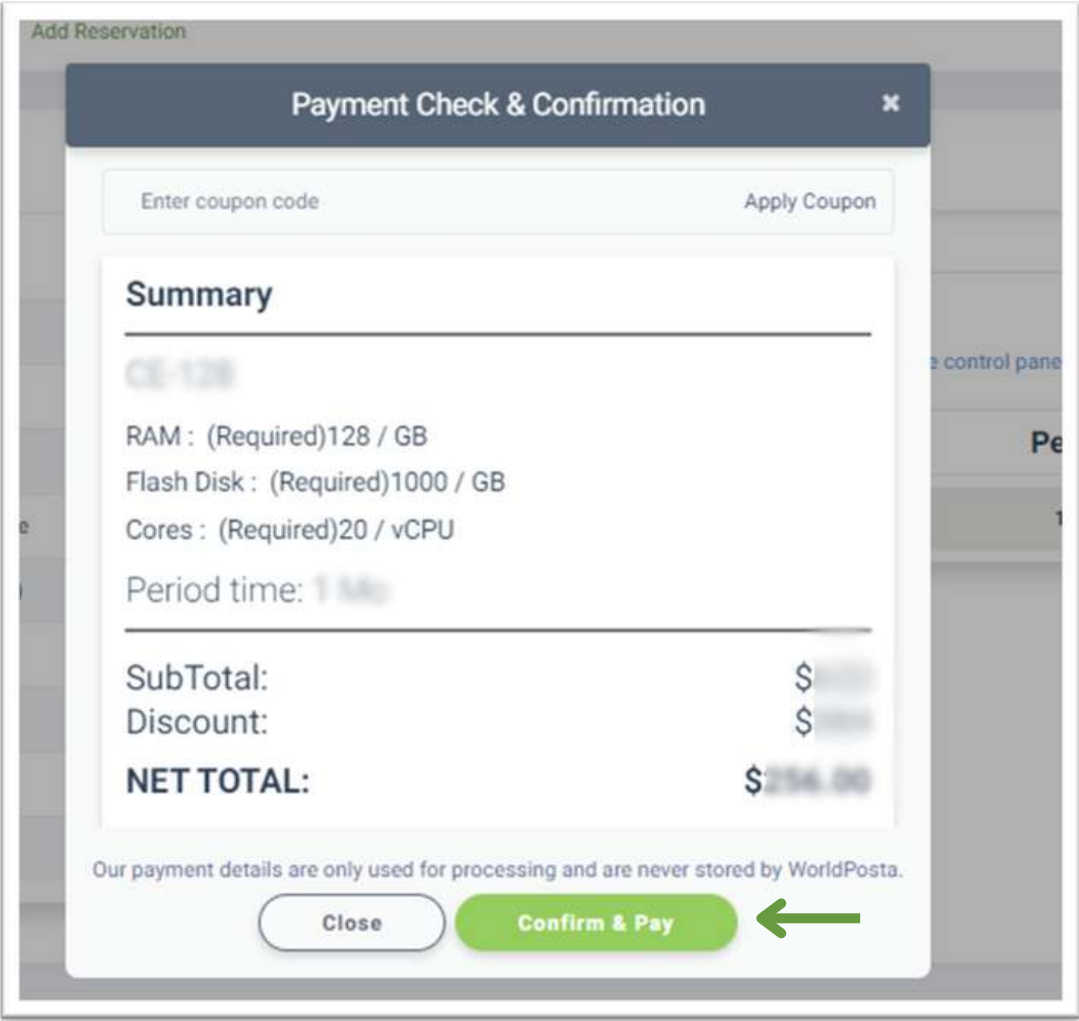
Continue

3-Organization

b. Reservations:

1.v. Add a new reservation :

After clicking “**Continue**,” you'll review your payment details and confirm the subscription. Then, select “**Confirm & Pay**” to proceed to the payment page where you can enter your card information. Finally, click “**Subscribe**” to complete the payment process.

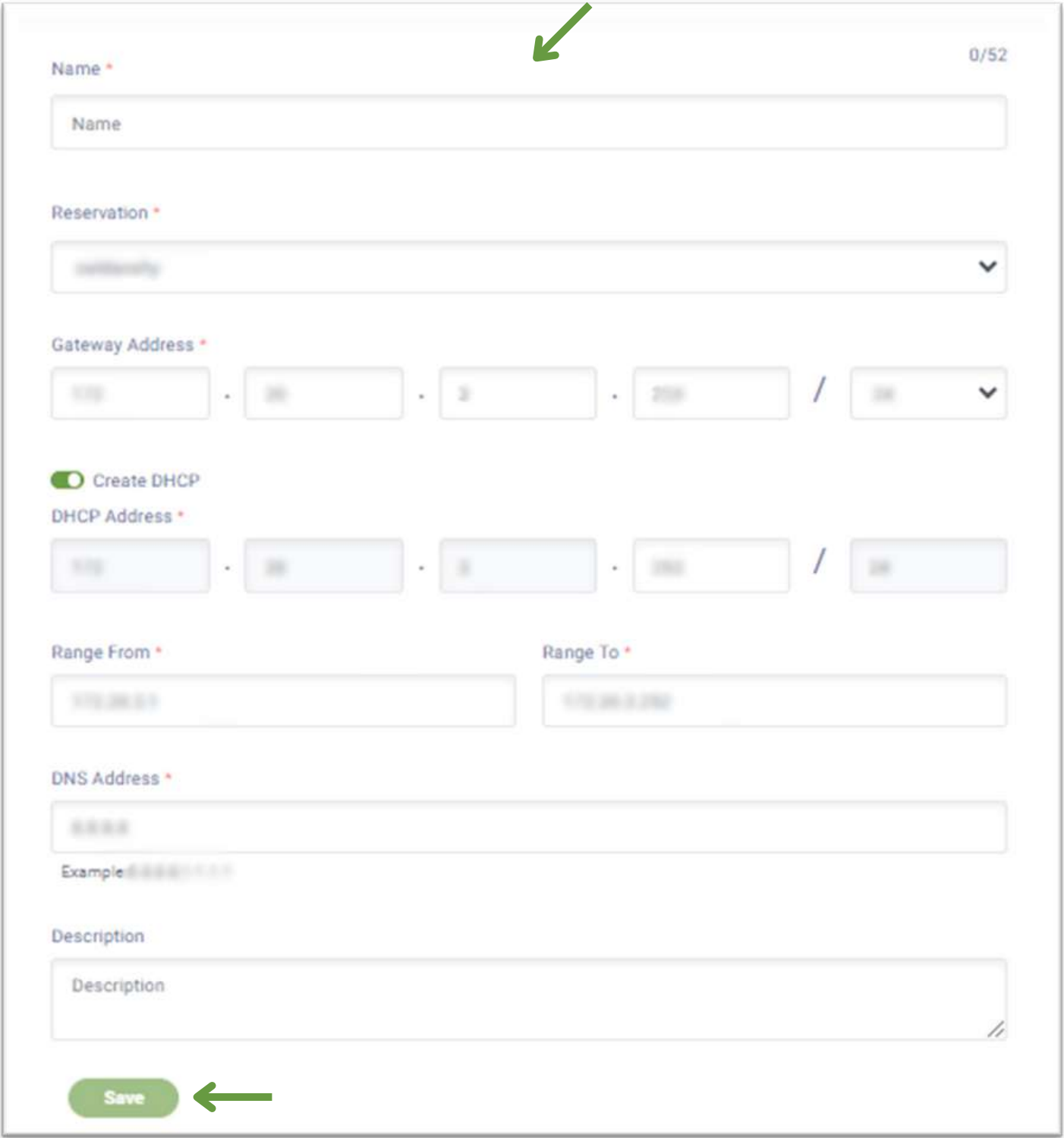
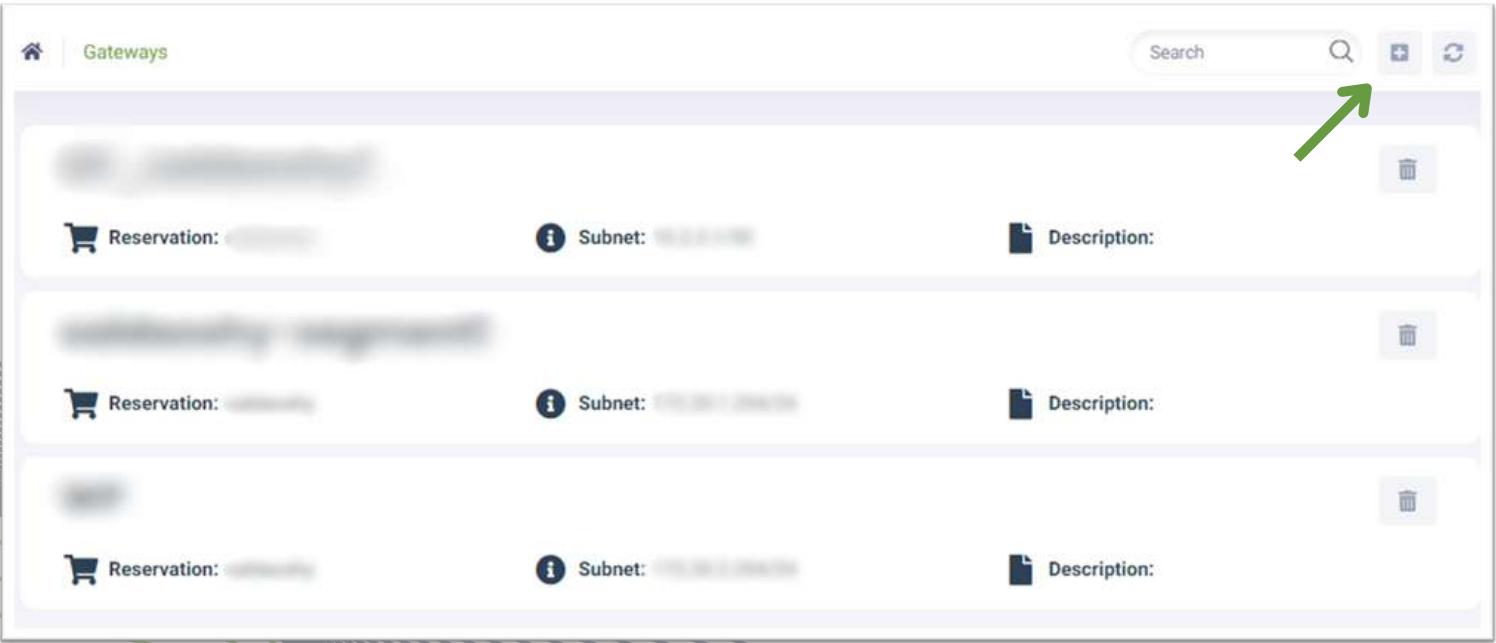


3-Organization

c. Gateways:


In this tab you can **View**, **Search** for, **Delete** and **Add** your **Gateways** for your reservations.

i. Add a new Gateway by clicking on the “+” sign at the top-right corner, then fill out the data to create the new gateway and click on “**Save**”.

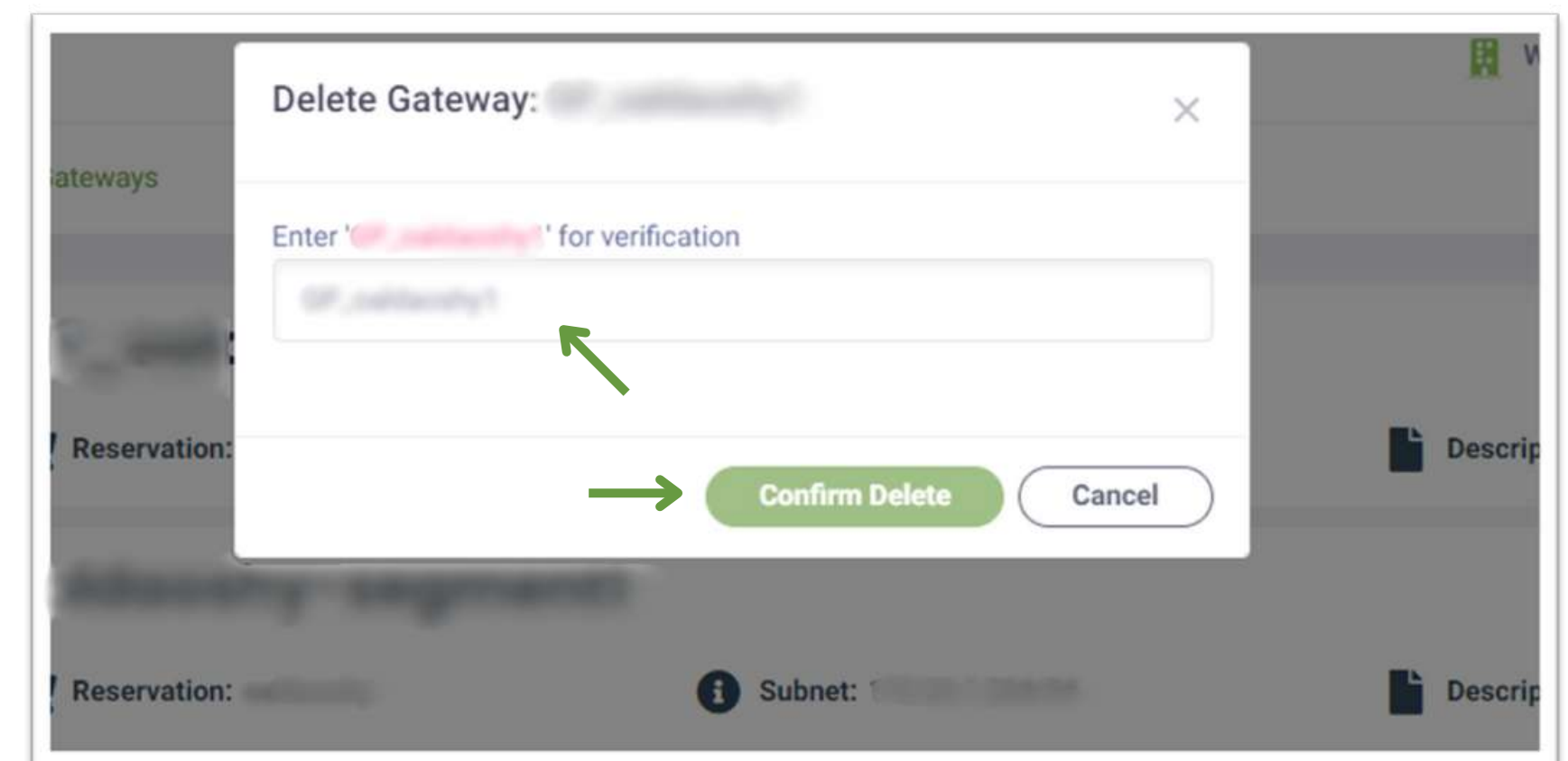
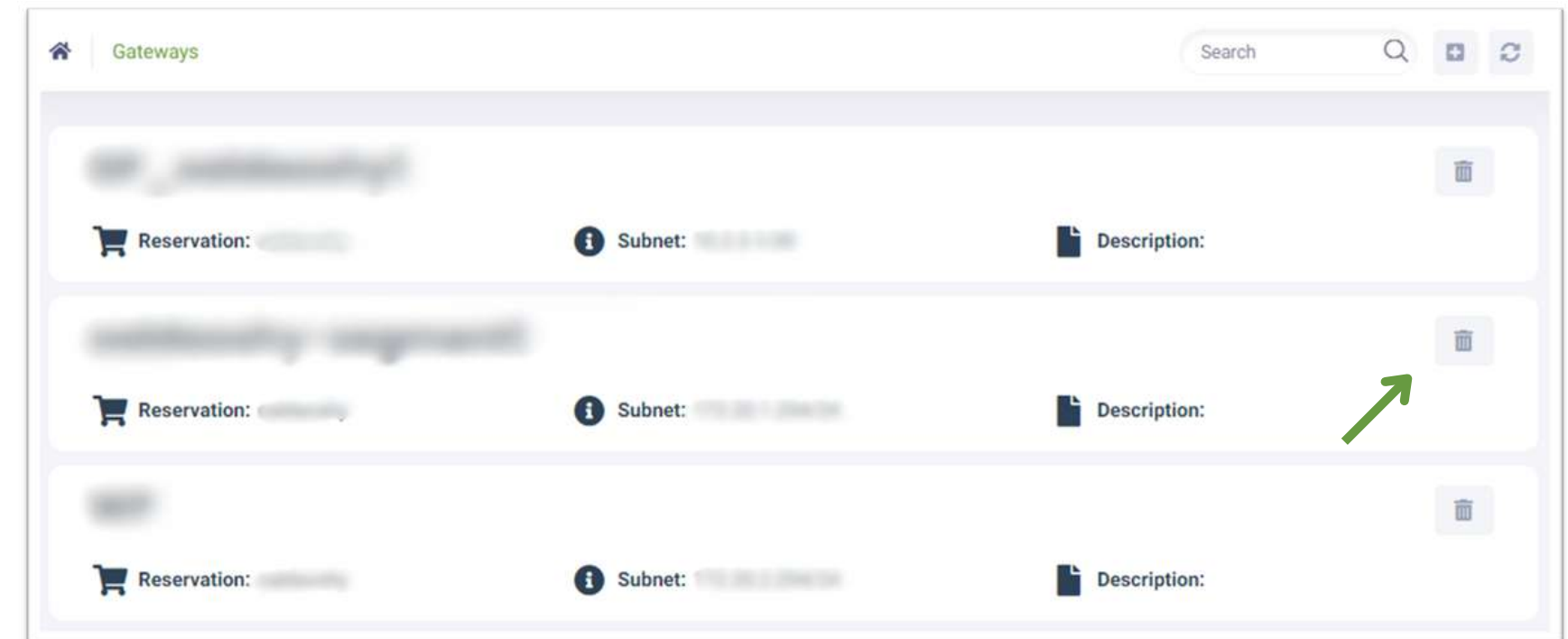
A screenshot of the 'Add Gateway' form. The form includes fields for 'Name', 'Reservation' (a dropdown menu), 'Gateway Address' (IP address and subnet), 'Create DHCP' (a toggle switch), 'DHCP Address' (IP address and subnet), 'Range From', 'Range To', 'DNS Address', and 'Description'. A green arrow points to the 'Name' field at the top, and another green arrow points to the 'Save' button at the bottom.

3-Organization

c. Gateways:

ii. **Delete** a Gateway by clicking on the  sign on the right, then **Copy & Paste** the Name of the Gateway you want to delete then click on **"Confirm Delete"**.

****Always copy the name of the item you are trying to delete to guarantee error-free operations.****





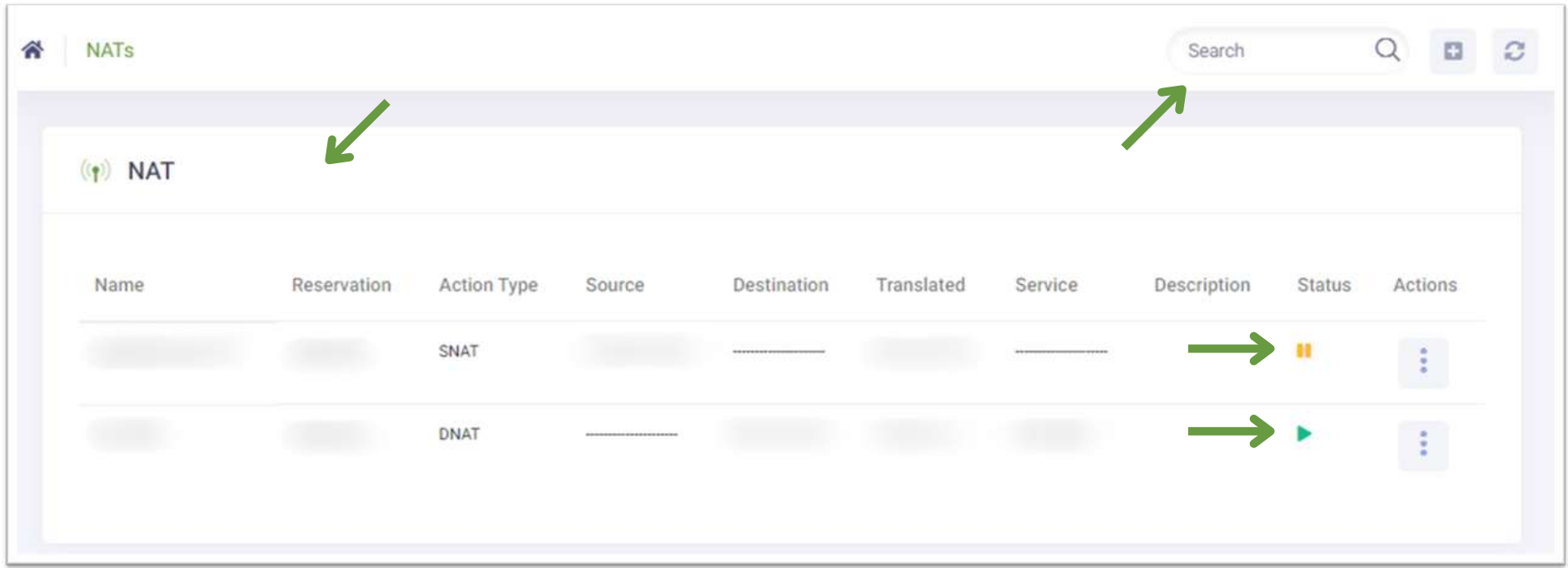
3-Organization

d. NATs:

In this tab you can **View** your **NATs** and **Enable/Disable and Delete** them.

You can also **Edit/ Add new NATs**

i. Enable/ Disable the status of the Status your **NATs**. Click on the  sign under “**Status**” to **disable** the Nat and on  to **enable** it.

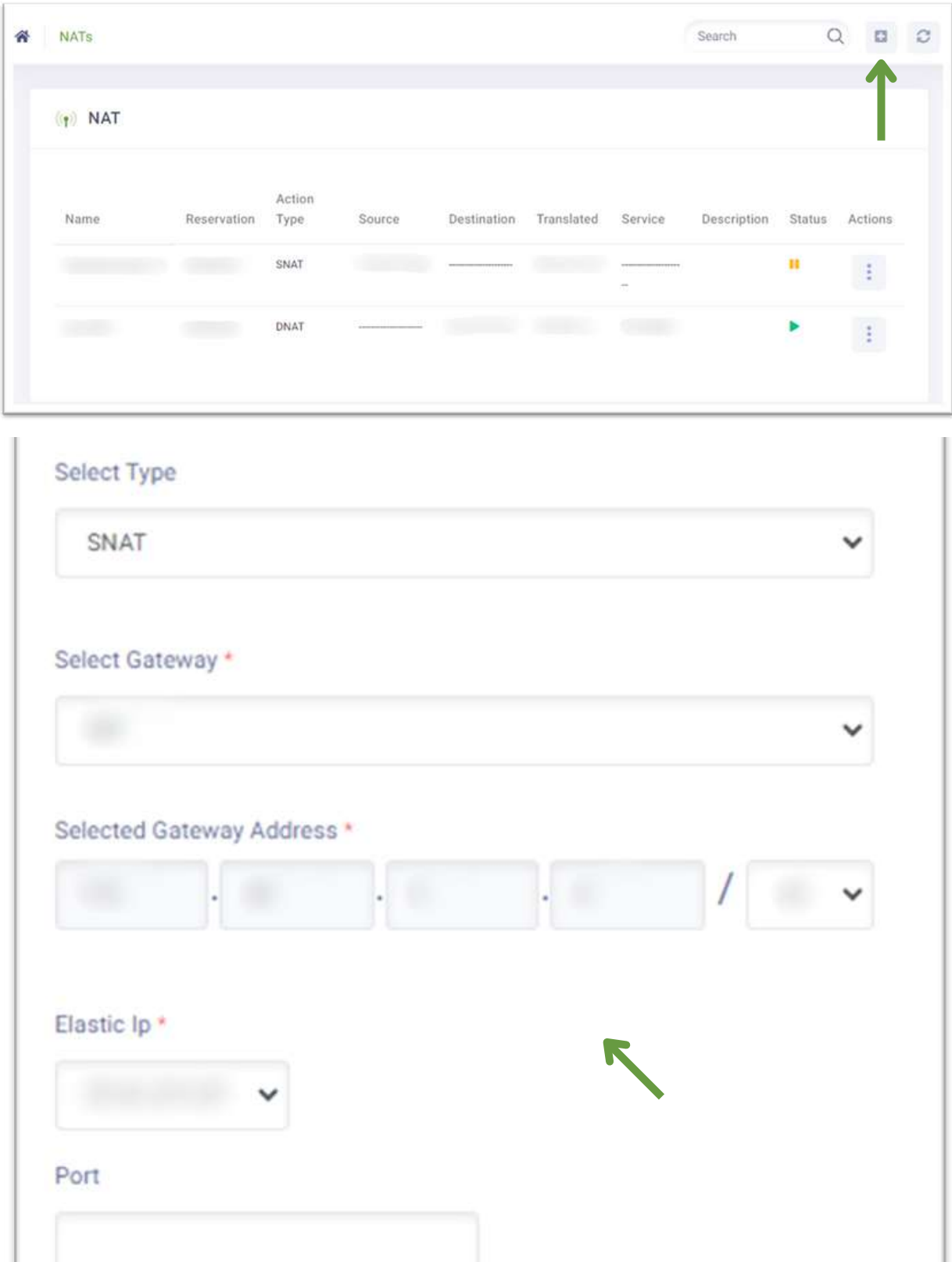


3-Organization

d. NATs:

ii. Add new NATs:


To **Add** a **new NAT**, click on the **“+” sign** at the top-right corner, then fill in the data required such as **Name**, and whether it’s **DNAT or SNAT**, select the **Gateway and Gateway Address, Elastic IP address , Port** and write a **Description** for your new NAT then click on **“Create”** at the bottom.

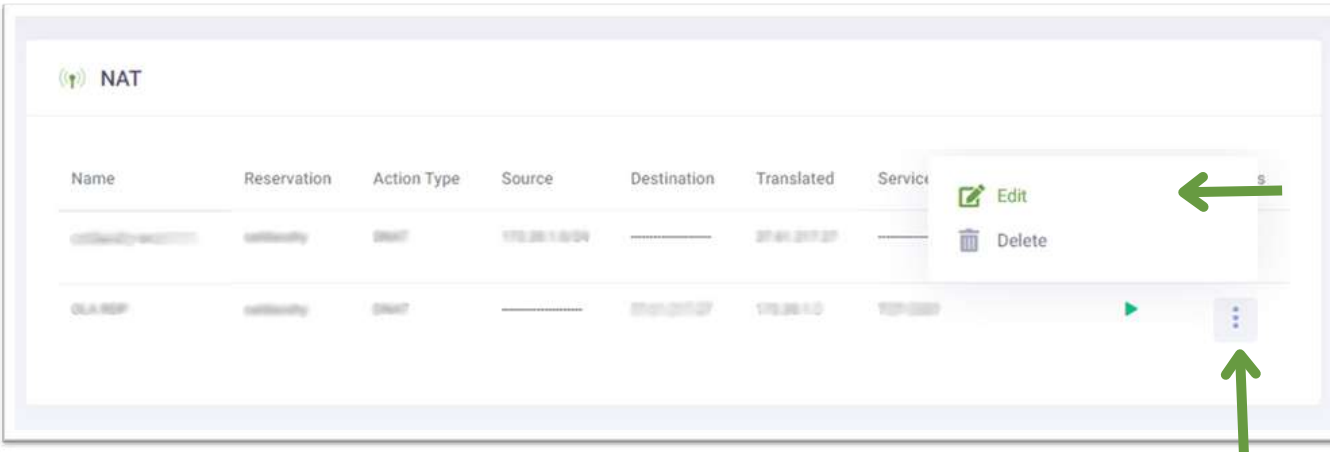


3-Organization

d. NATs:

iii. Edit an Existing NAT:

To Edit an Existing NAT, click on the  sign on the right, then choose **“Edit”**. Edit your data **and then click on “Edit NAT”** at the bottom to save your work.



18/50

Name *

oaldaooshy-snat1111

Selected Type

SNAT

Selected Gateway *

oaldaooshy-segment1

Selected Gateway Address *

172

20

1

0

/

24

▼

Elastic Ip *

37.61.217.27 ▼


Port

Description

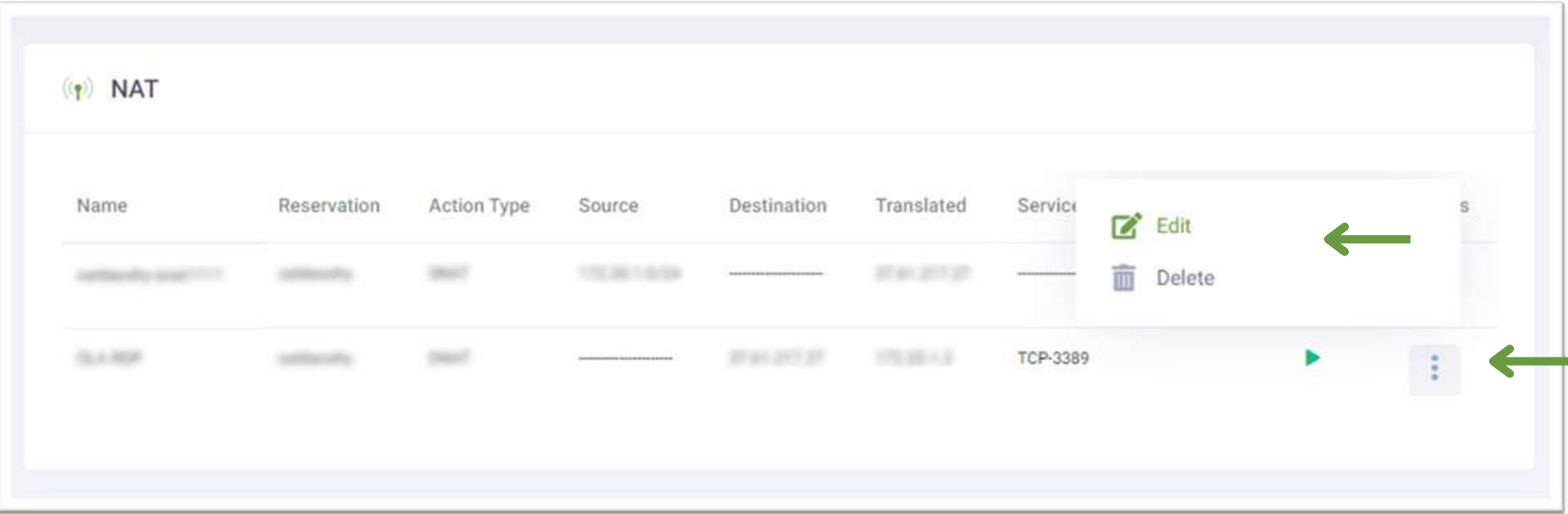
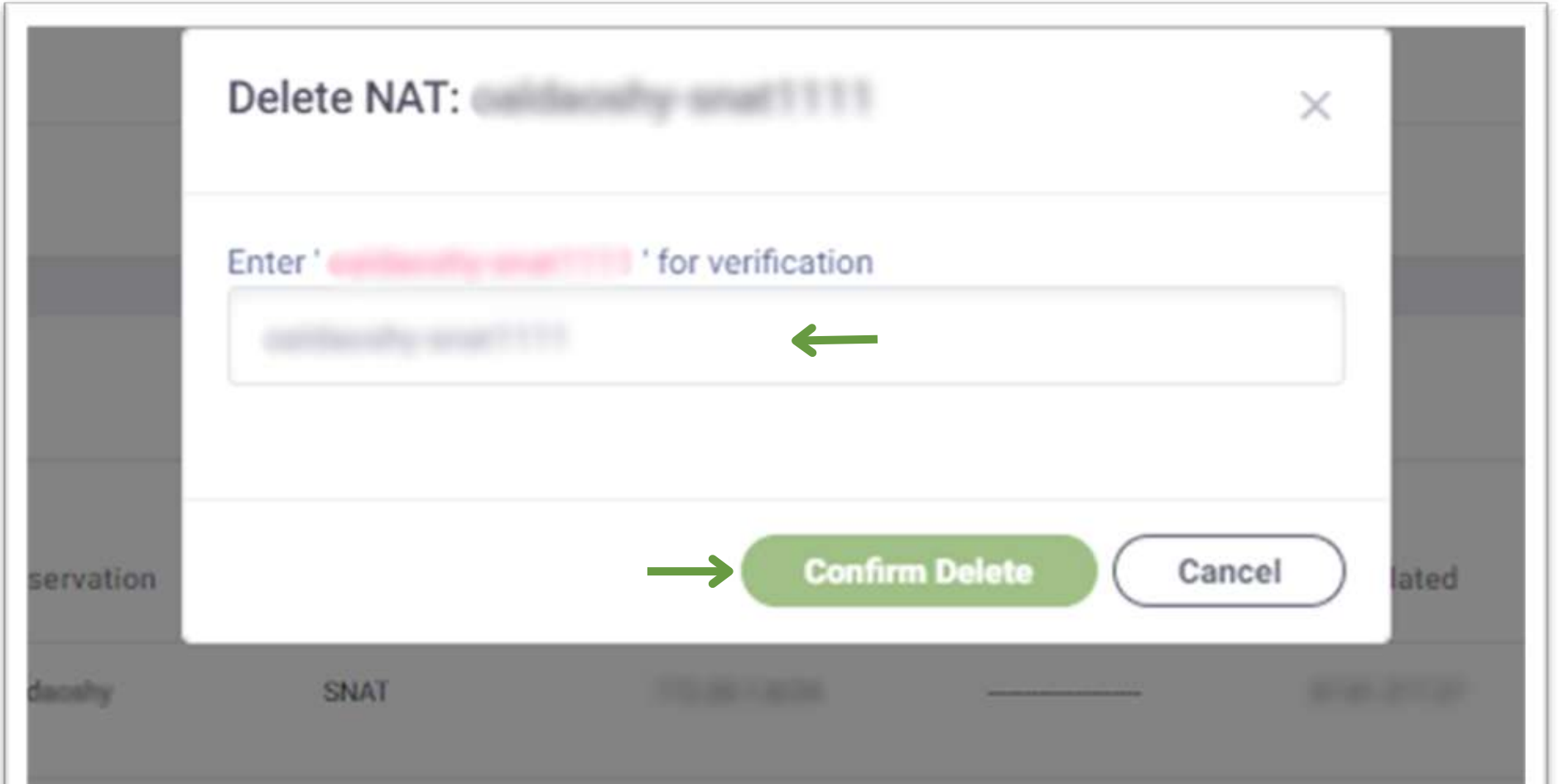
3-Organization

d. NATs:

iii. Delete NATs:

To **Delete an Existing NAT**, click on the  sign on the right, then choose **“Delete”** then **Copy & Paste** the **Name** of the NAT you want to delete then click on **“Confirm Delete”**.

****Always copy the name of the item you are trying to delete to guarantee error-free operations.****

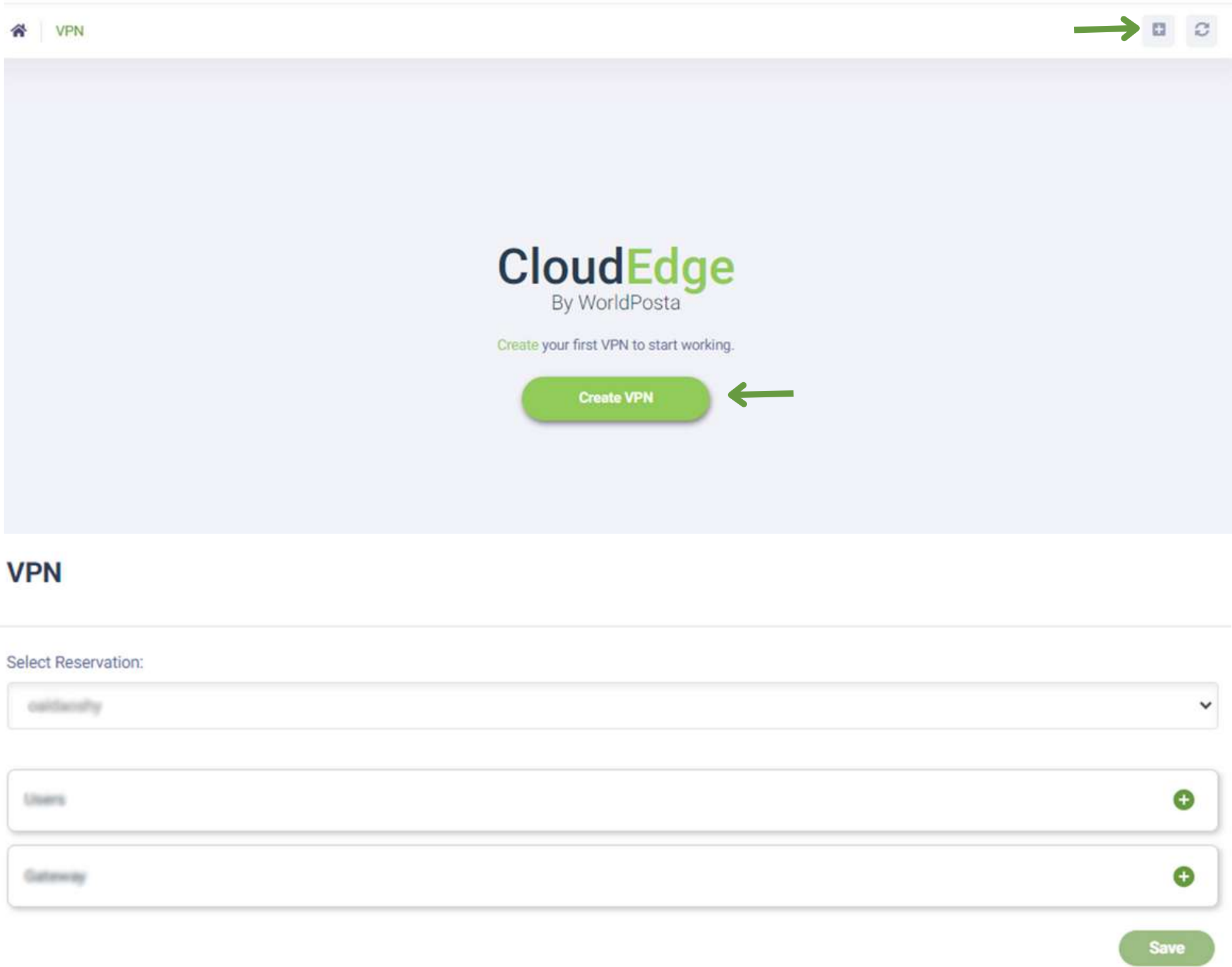


3-Organization

e. VPN:

i. Add a new VPN:

To **Add** a new VPN, click on **“Create VPN”** or click on the **“+”** sign at the **top-right corner**.



VPN

Select Reservation:

Users

Gateway

Save

3-Organization

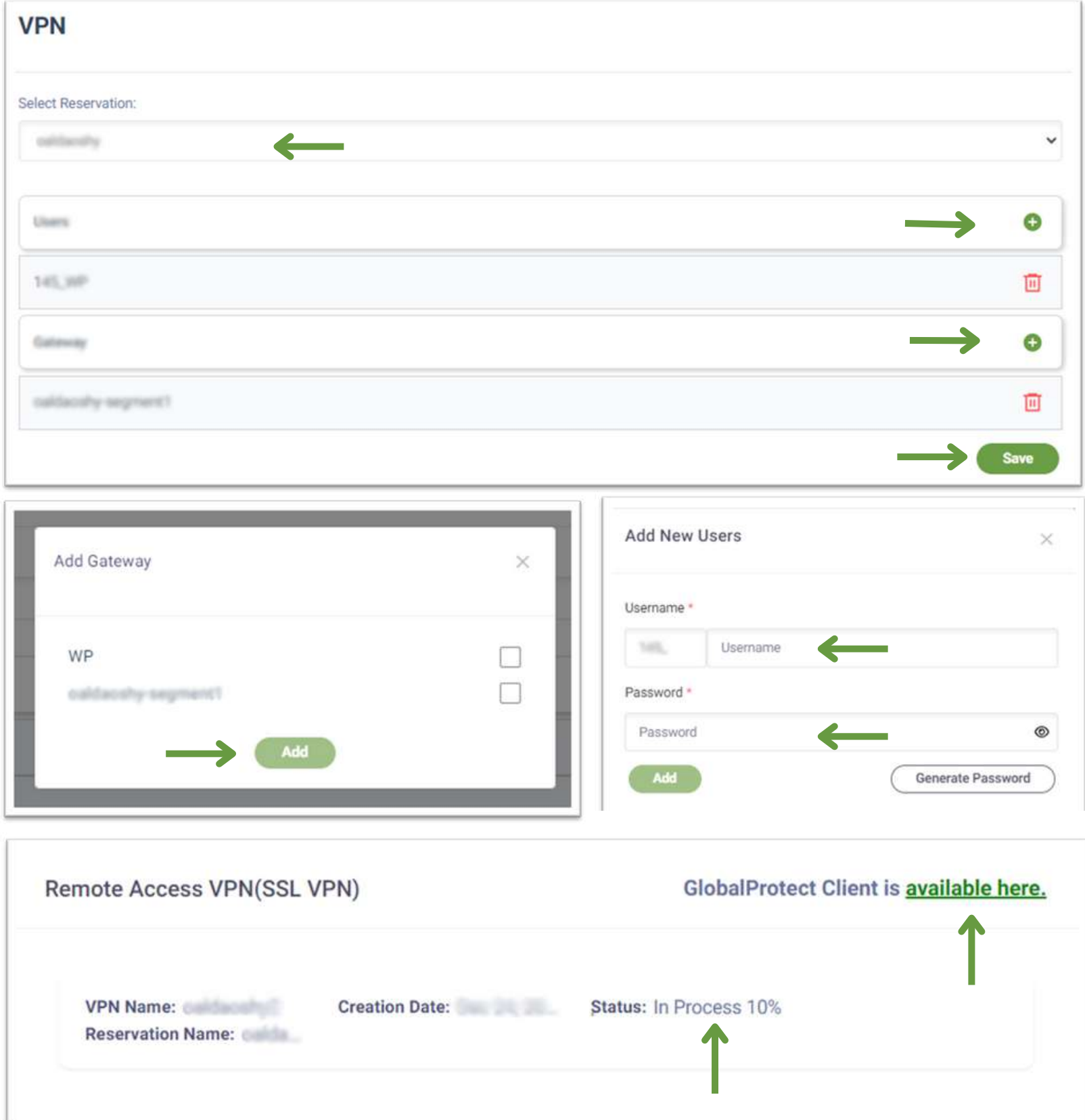
e. VPN:

i. i. Add a new VPN:

You can now choose the **Reservation**, **Users**, and **Gateway** for your VPN and click on **"Save"**.

*Notes:

1. Usernames must not contain any spaces or special characters.
2. Once you click on **"Save"**, it takes **15** minutes until your VPN is created and ready for use.
3. if you change your password, it might take a few minutes to reflect, you will see the progress in **"Status"**.



VPN

Select Reservation:

Users

Gateway

Save

Add Gateway

WP

Add

Add New Users

Username *

Password *

Add

Generate Password

Remote Access VPN(SSL VPN)

GlobalProtect Client is [available here.](#)

VPN Name: caldacety0 Creation Date: Dec 24, 2021 Status: In Process 10%

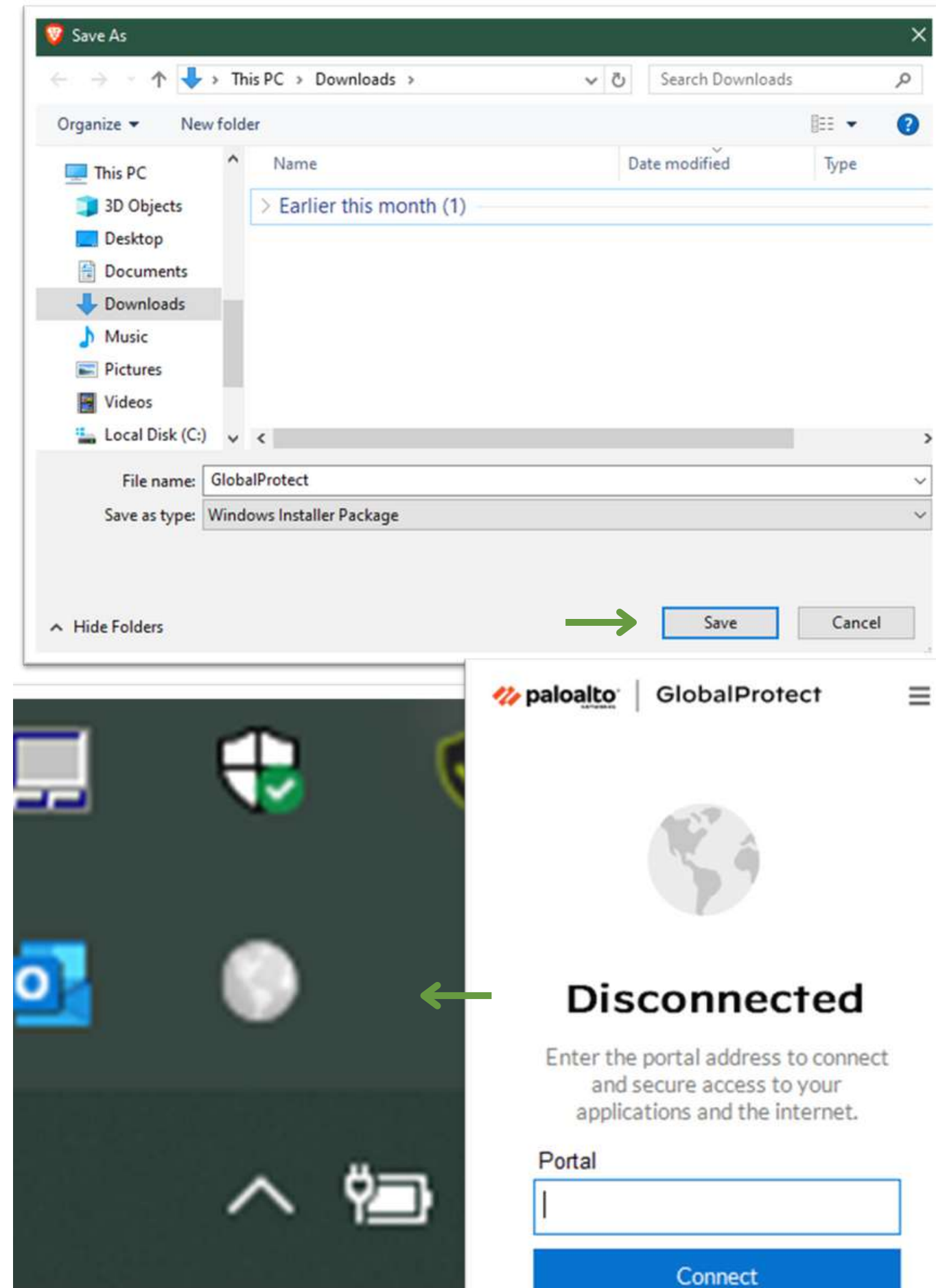
Reservation Name: calda...

3-Organization

e. VPN:

i. Add a new VPN:

Once your VPN has been created, you can now View your VPNs and download Global Protect Client from the **top-right corner** when you click on “**Available here**”. Once it’s been downloaded and installed, open GlobalProtect Client from the taskbar.

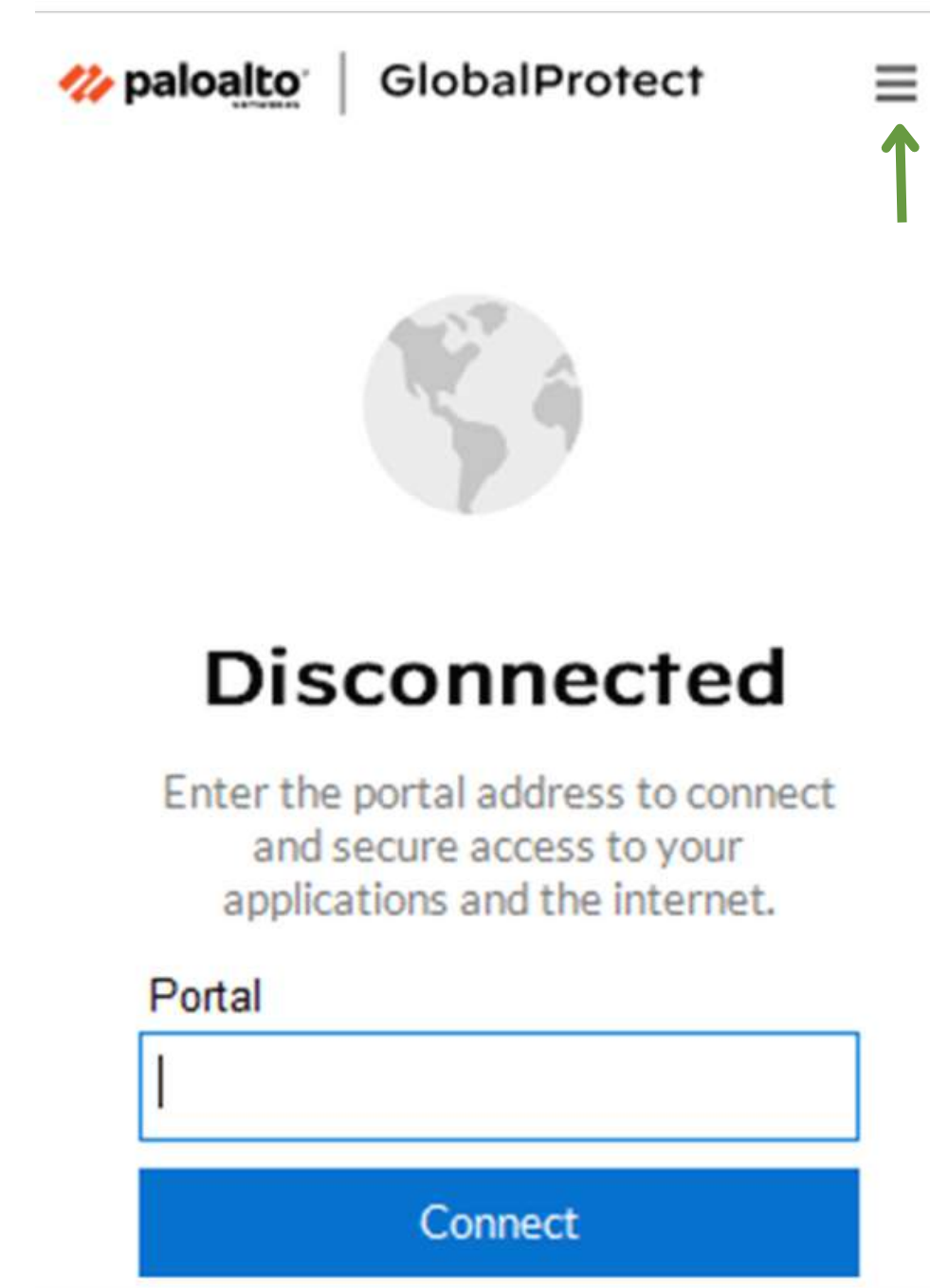
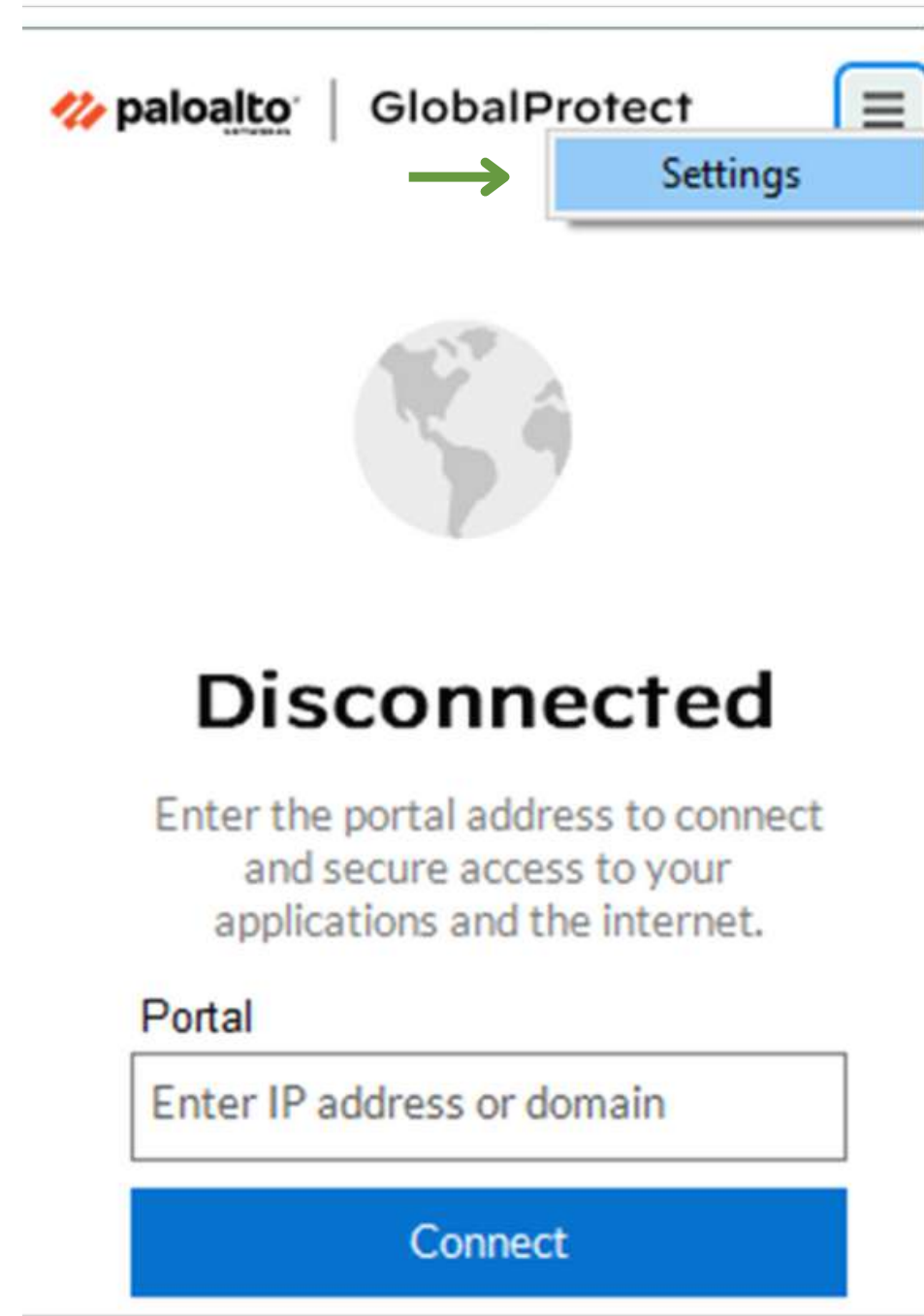


3-Organization

e. VPN:

i. Add a new VPN:


Now click on the  sign at the **top-right corner**, then click on **“Settings”**.

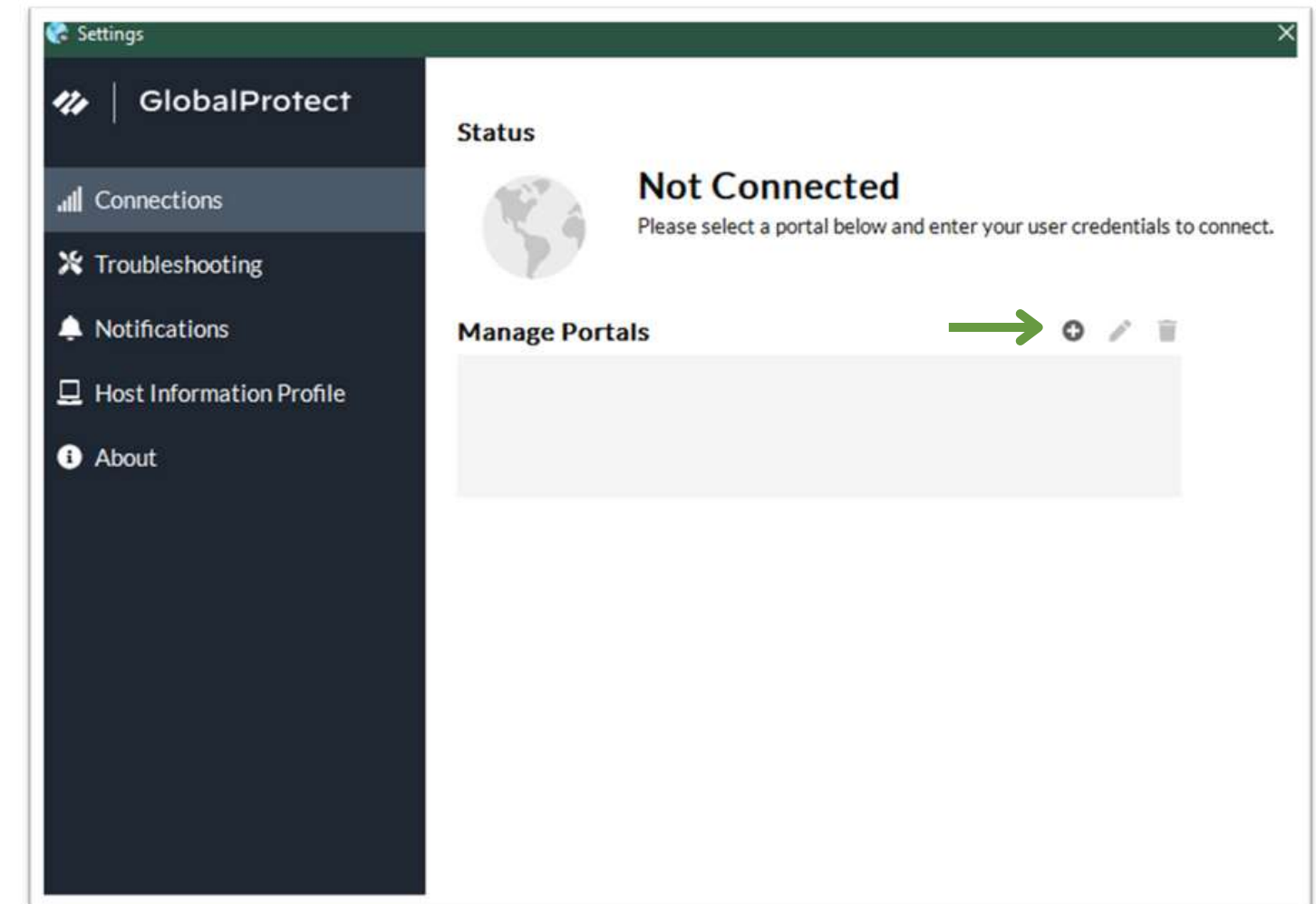
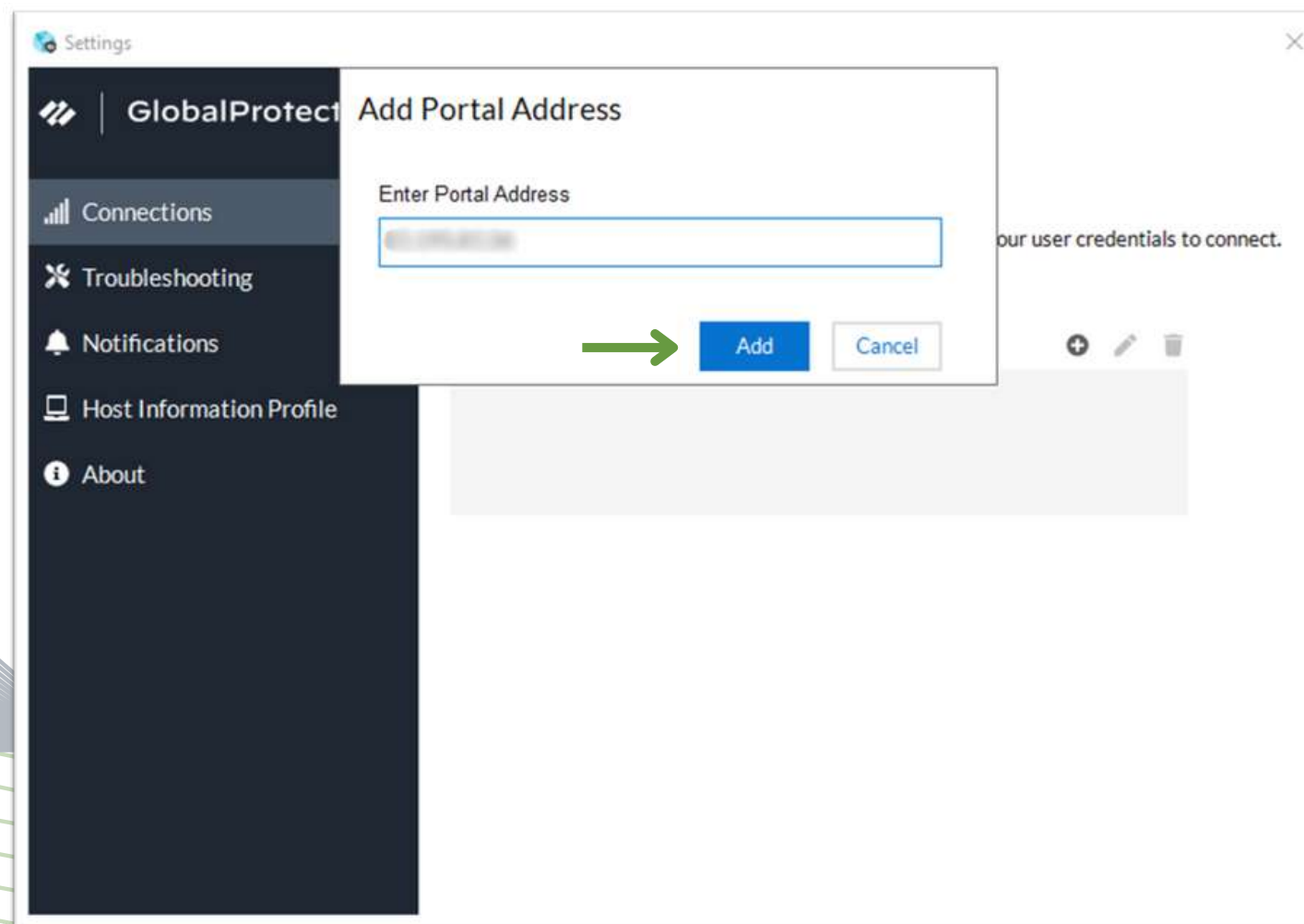


3-Organization

e. VPN:

i. Add a new VPN:

Now click on the  sign and insert your **Public IP Address (you can find it under your VPN)** then click on **“Add”**.

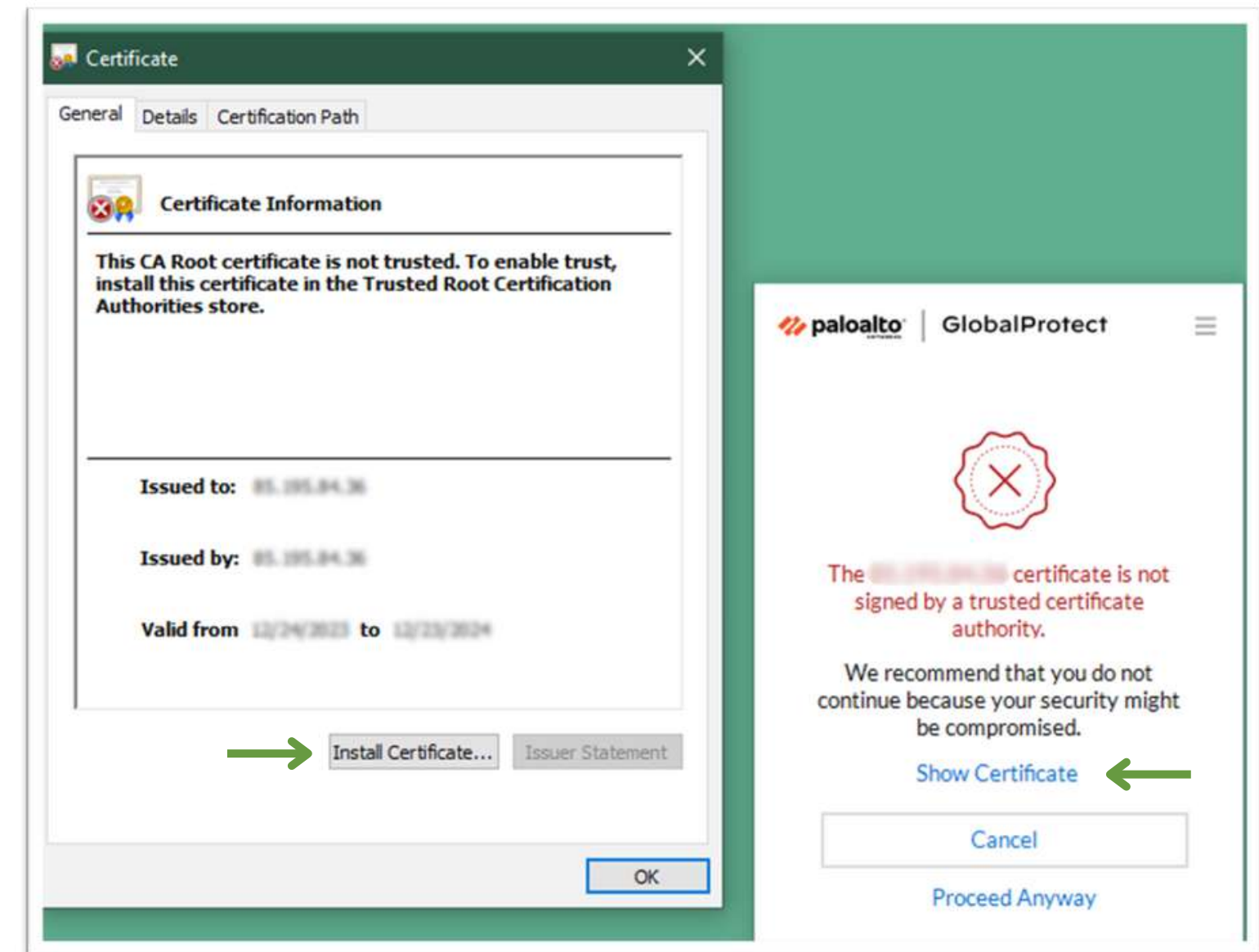
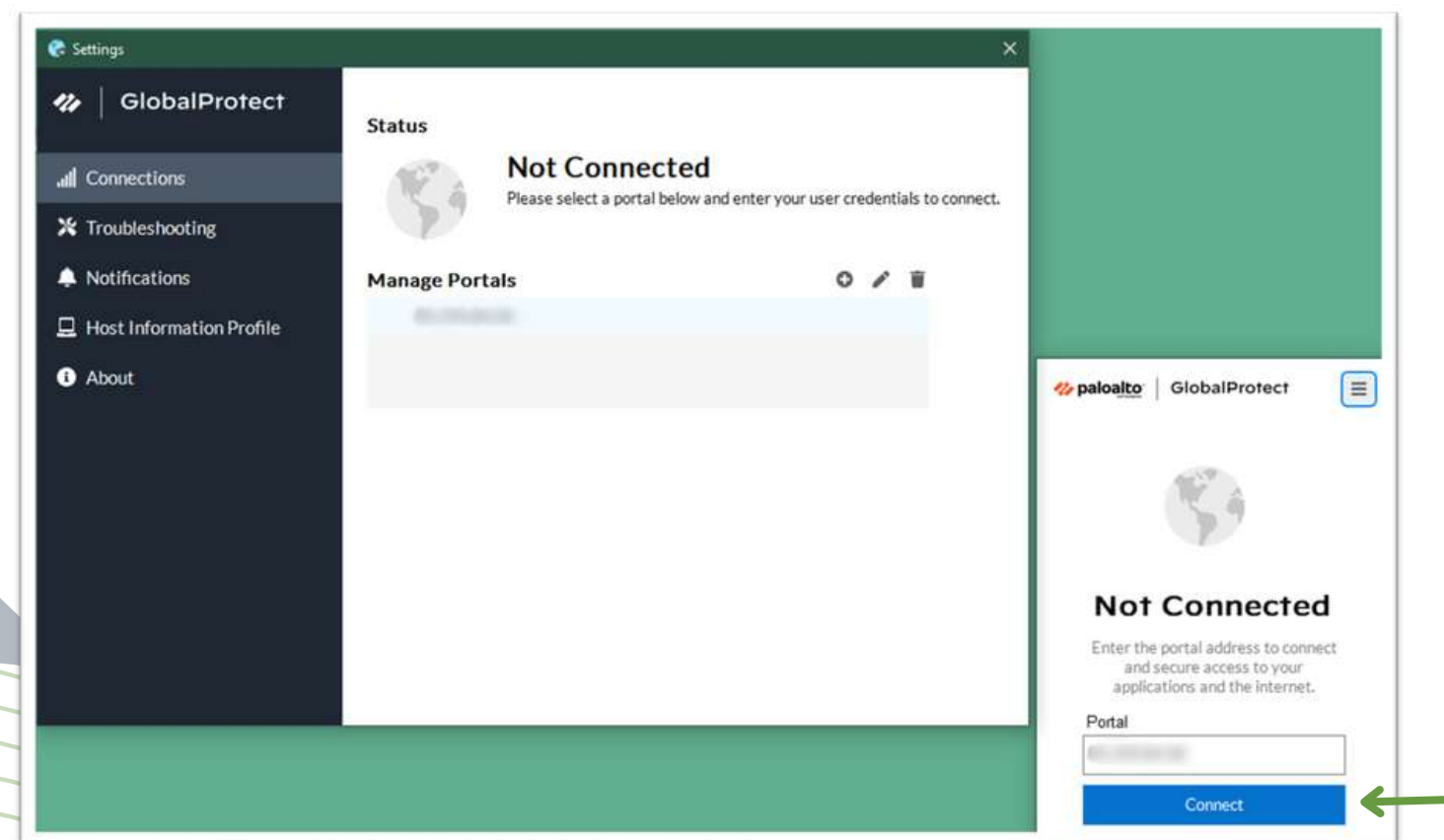


3-Organization

e. VPN:

i. Add a new VPN:

After you add your public IP address, click on **"Connect"** then you will see a **"Show Certificate"** Option, click on it and it will open the certificate installation window, click on **"Install Certificate"**.

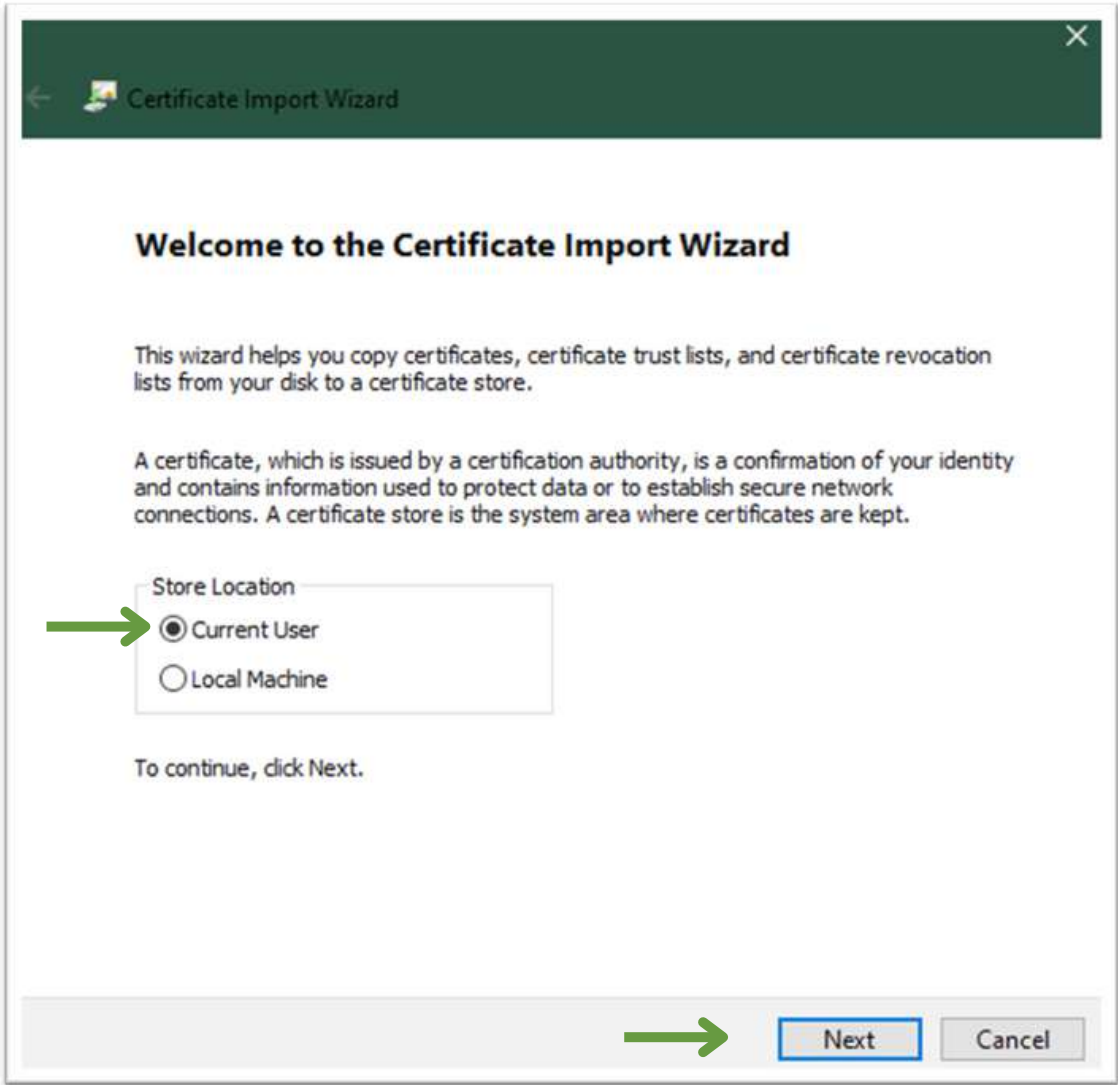
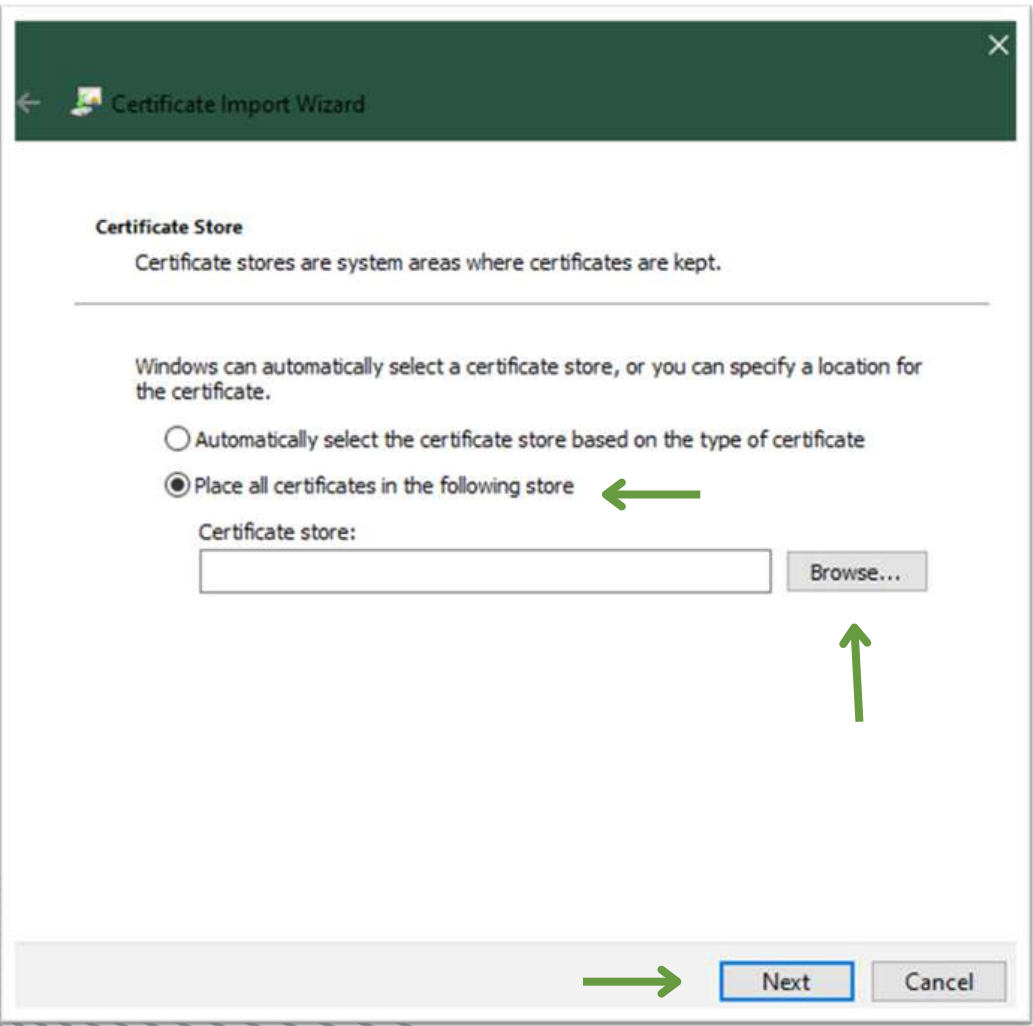


3-Organization

e. VPN:

i. Add a new VPN:

Choose **“Current User”**, then click on **“Next”**. Choose **“Place all certificates”** in the following store”, then click on **“Browse”**.

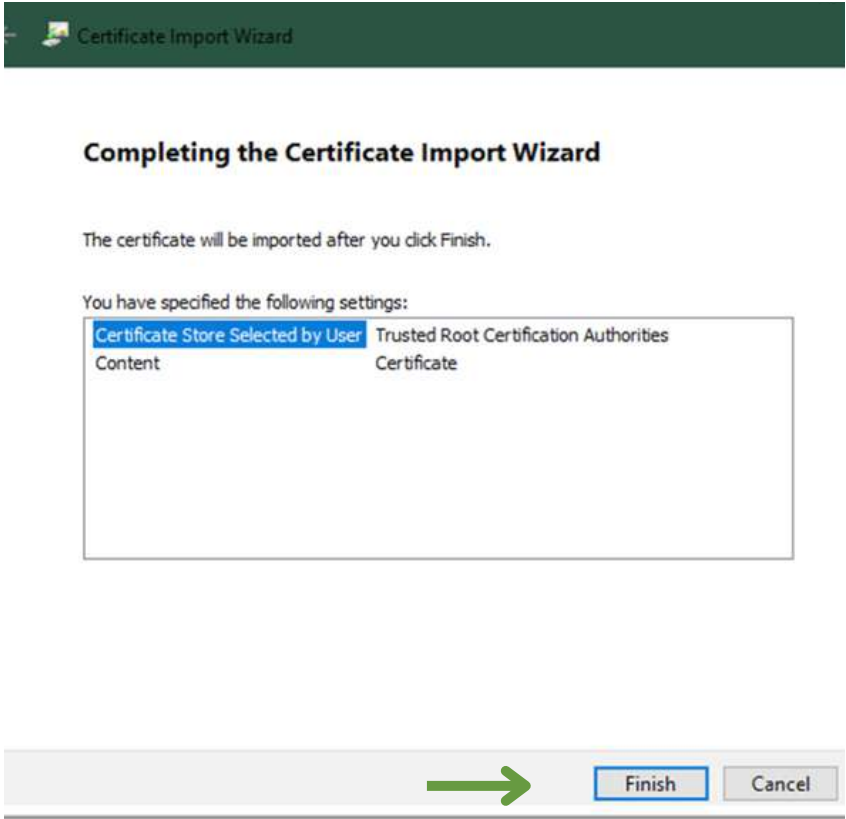
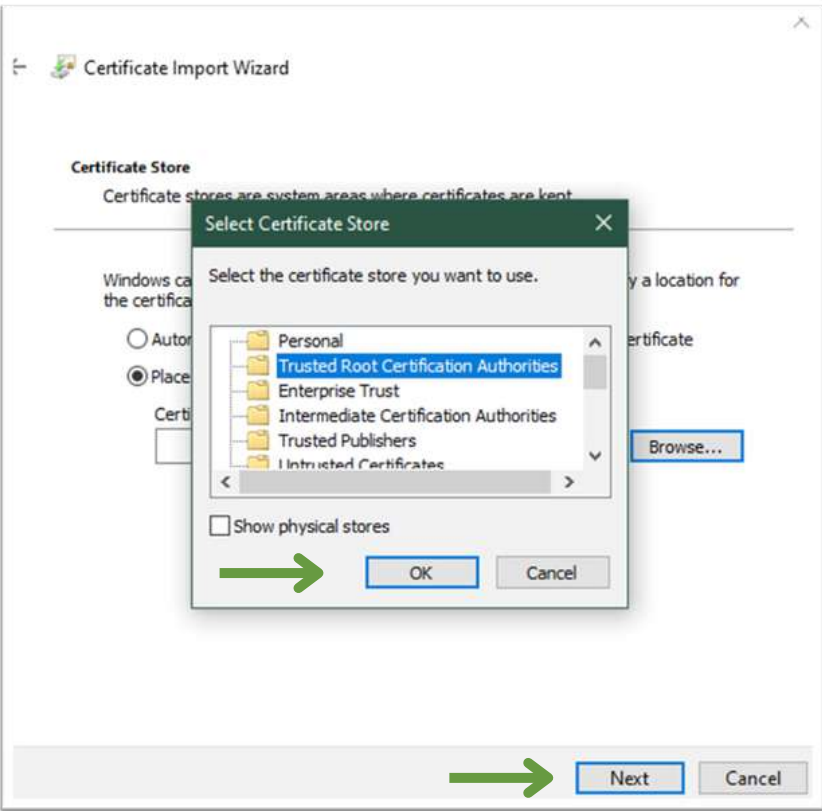
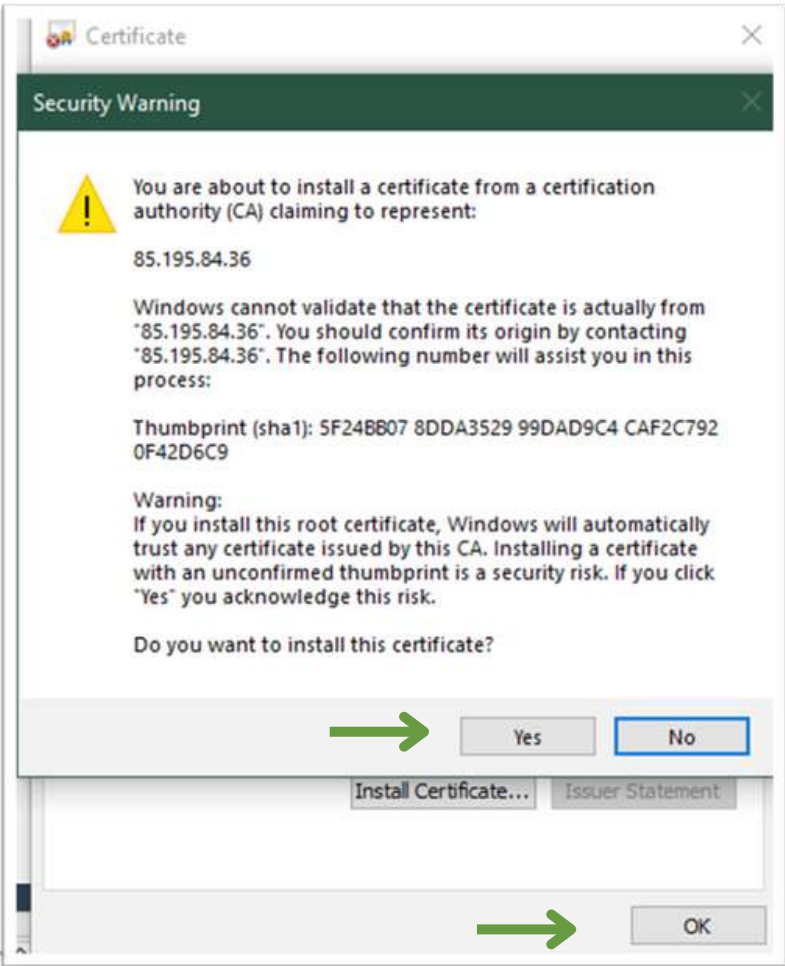


3-Organization

e. VPN:

i. Add a new VPN:

After clicking on **“Browse”**, choose **“Trusted Root Certification Authorities”** then click on **“OK”**, then **“Next”** then **“Finish”** and now click on **“Yes”**, then **“OK”**.



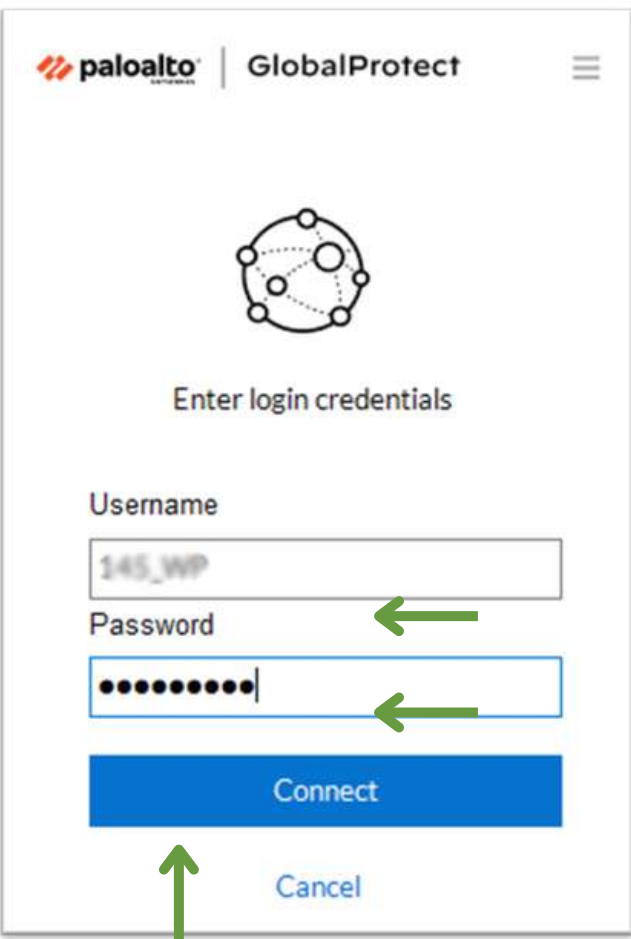
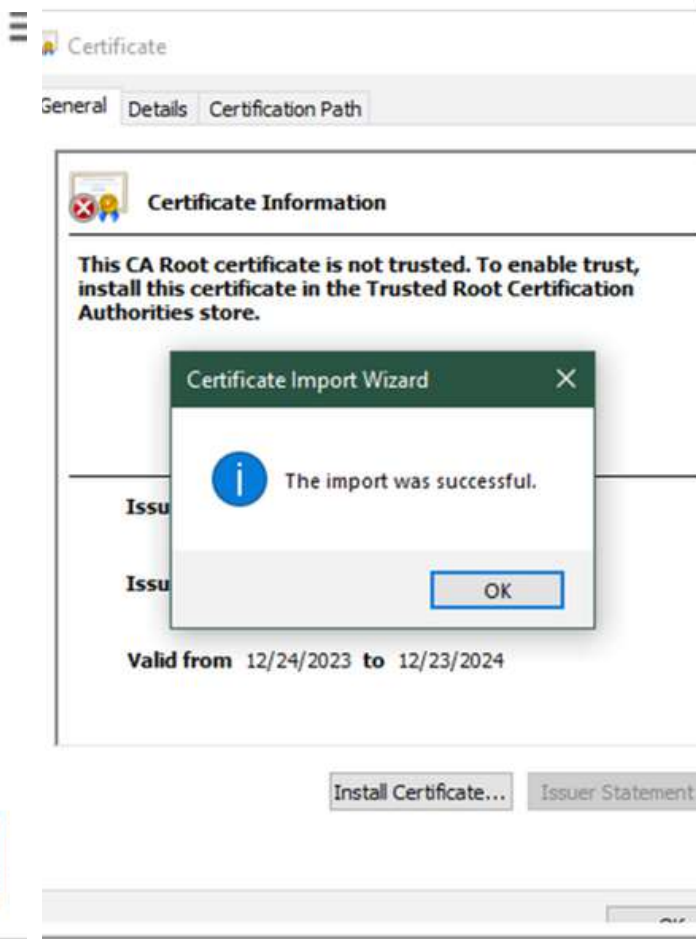
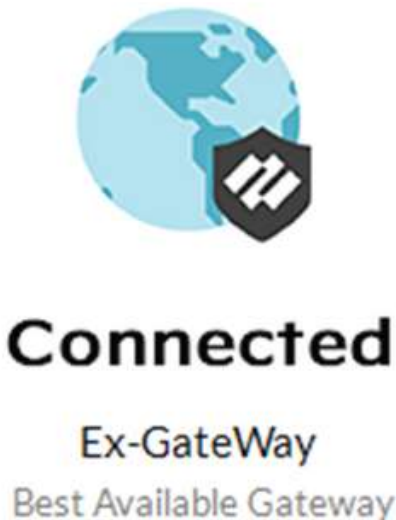
3-Organization

e.VPN:

i. Add a new VPN:

After installing the certificate, go to **GlobalProtect** and enter your **Username** and **Password** (which you created when you created your VPN) then click on **“Connect”**. You should now be connected successfully.


 GlobalProtect

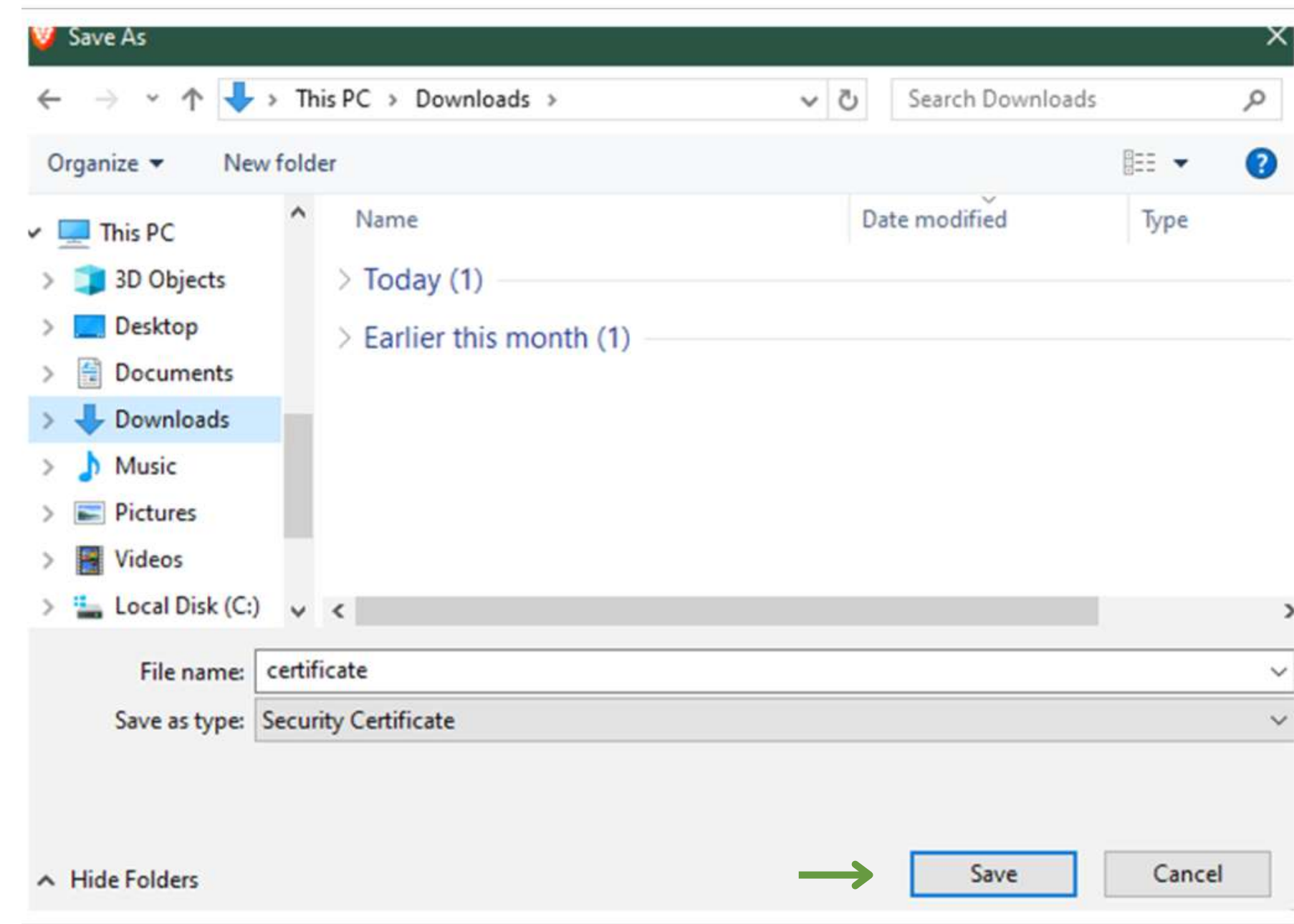
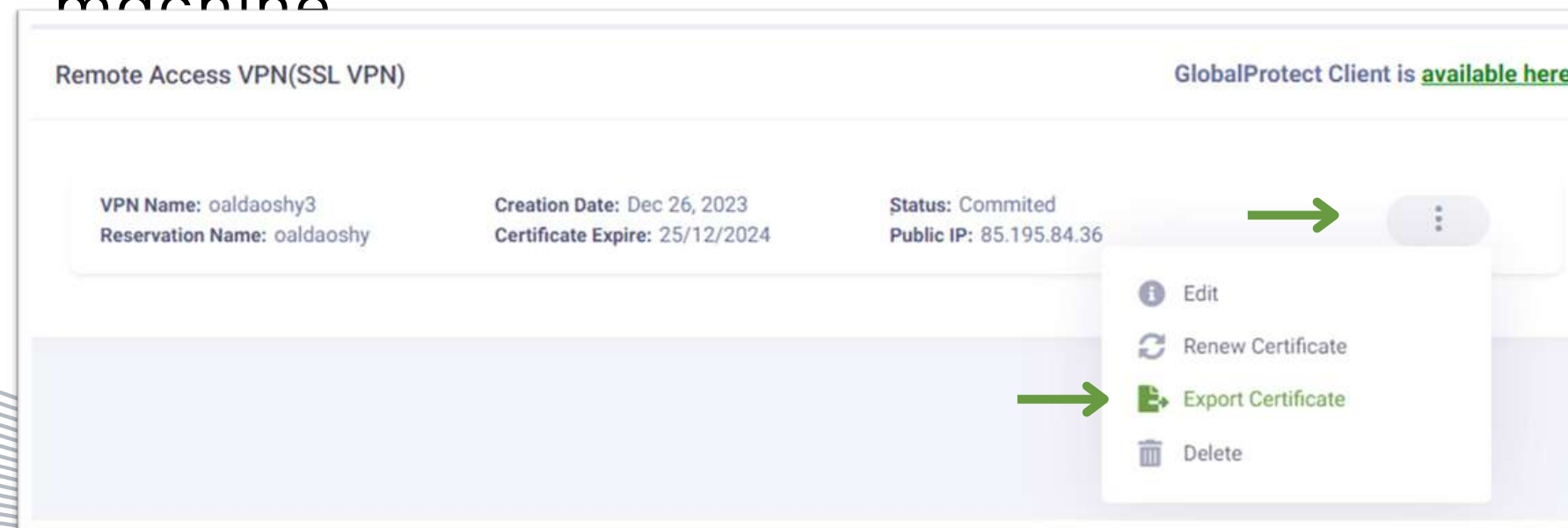


3-Organization

e.VPN:

i. Add a new VPN:

Another way to set up your certificate is to click on the  sign at the top-right corner, then choose **"Export Certificate"**, this will download your certificate to your local machine

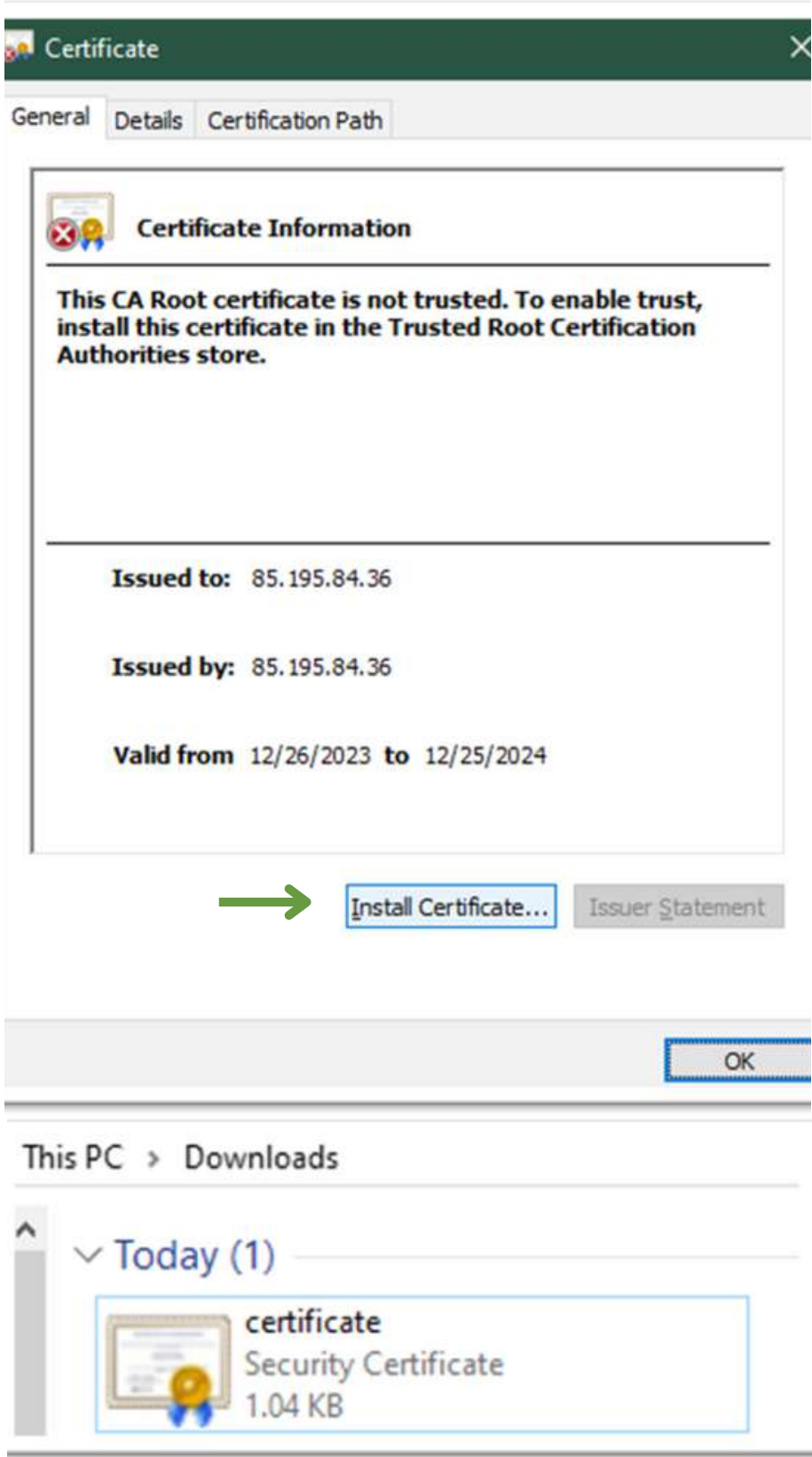
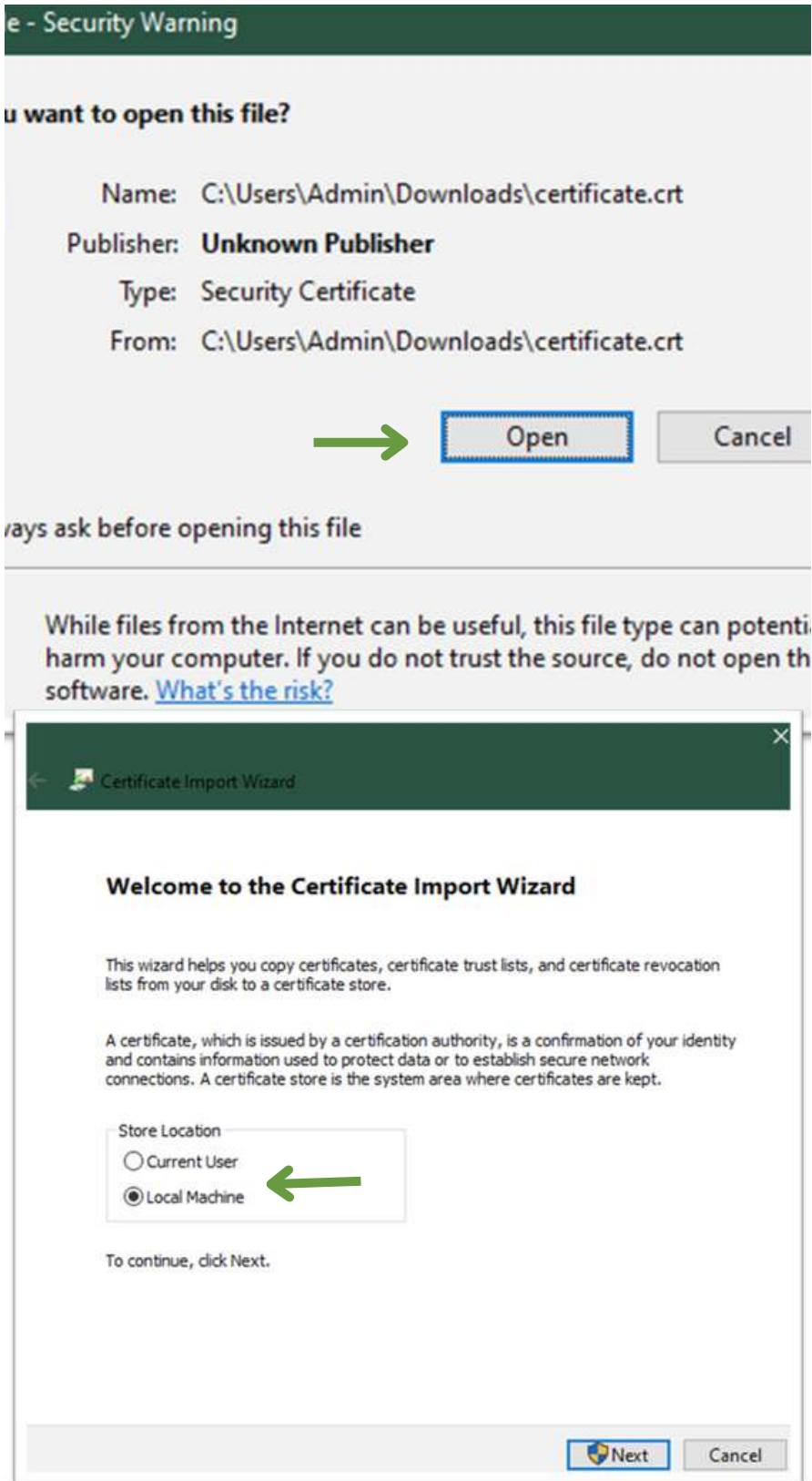


3-Organization

e.VPN:

i. Add a new VPN:


Open your certificate, and then click on **“Open”** to bypass the security warning , then click on **“Install Certificate”**, choose **“Local Machine”** then click **“Next”** , it will ask you for **Administrative access** so click on **“Allow”** and then proceed with the rest of the steps just like the previous process.

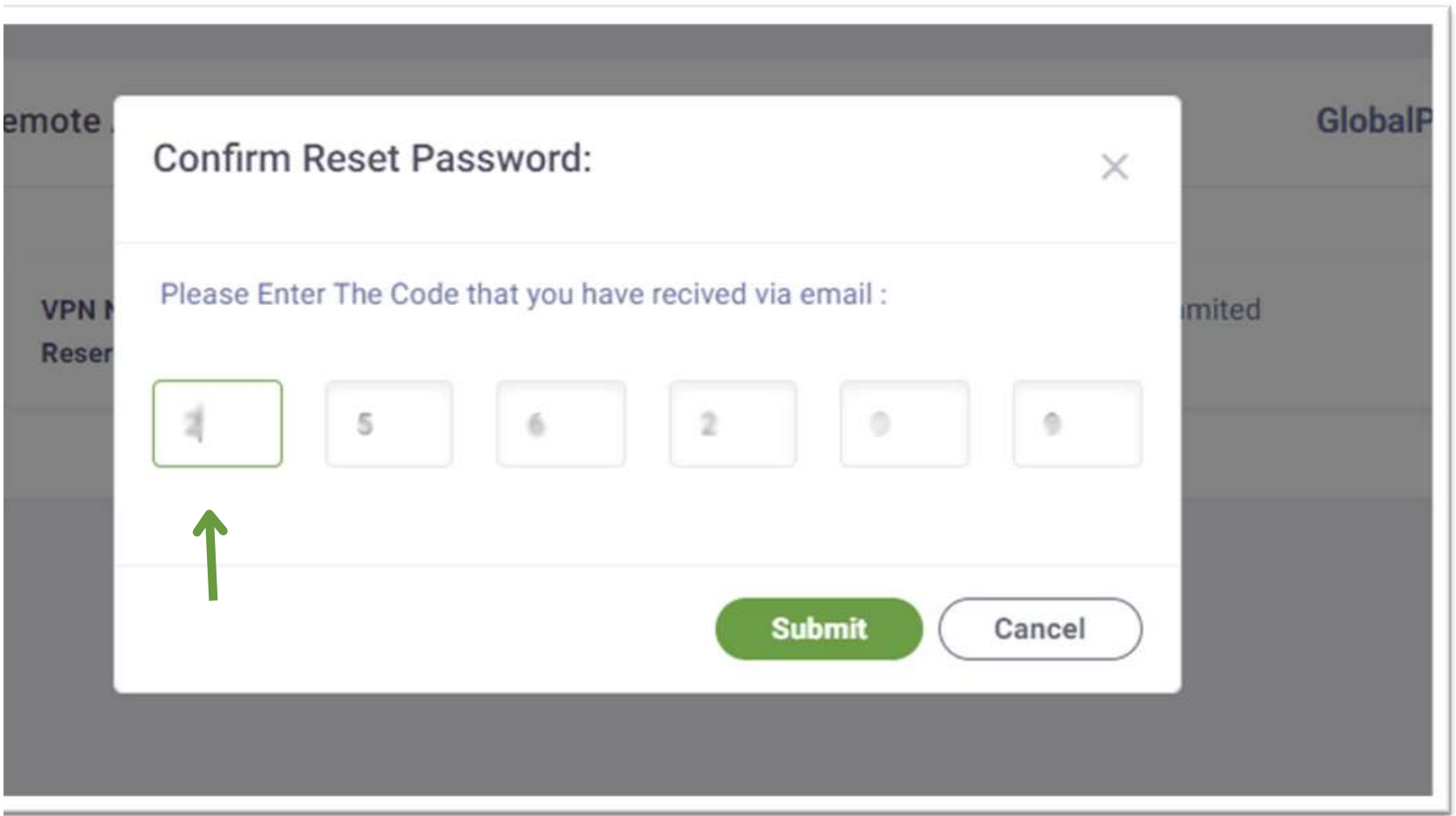
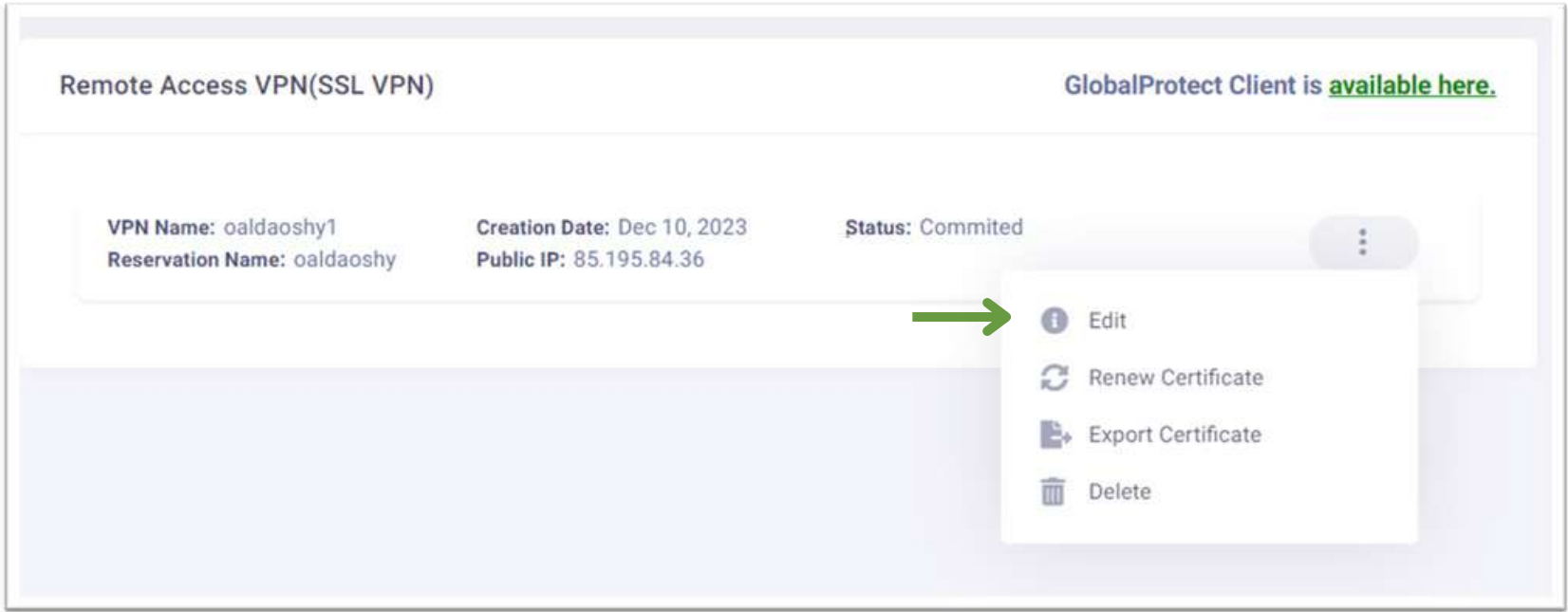


3-Organization

e.VPN:

i. Add a new VPN:

To Edit a **VPN**, click on the  sign on the right, then choose **“Edit”**, you will then need to enter a 6-digit code you will receive on your **email** , then click on **“Submit”**.



3-Organization

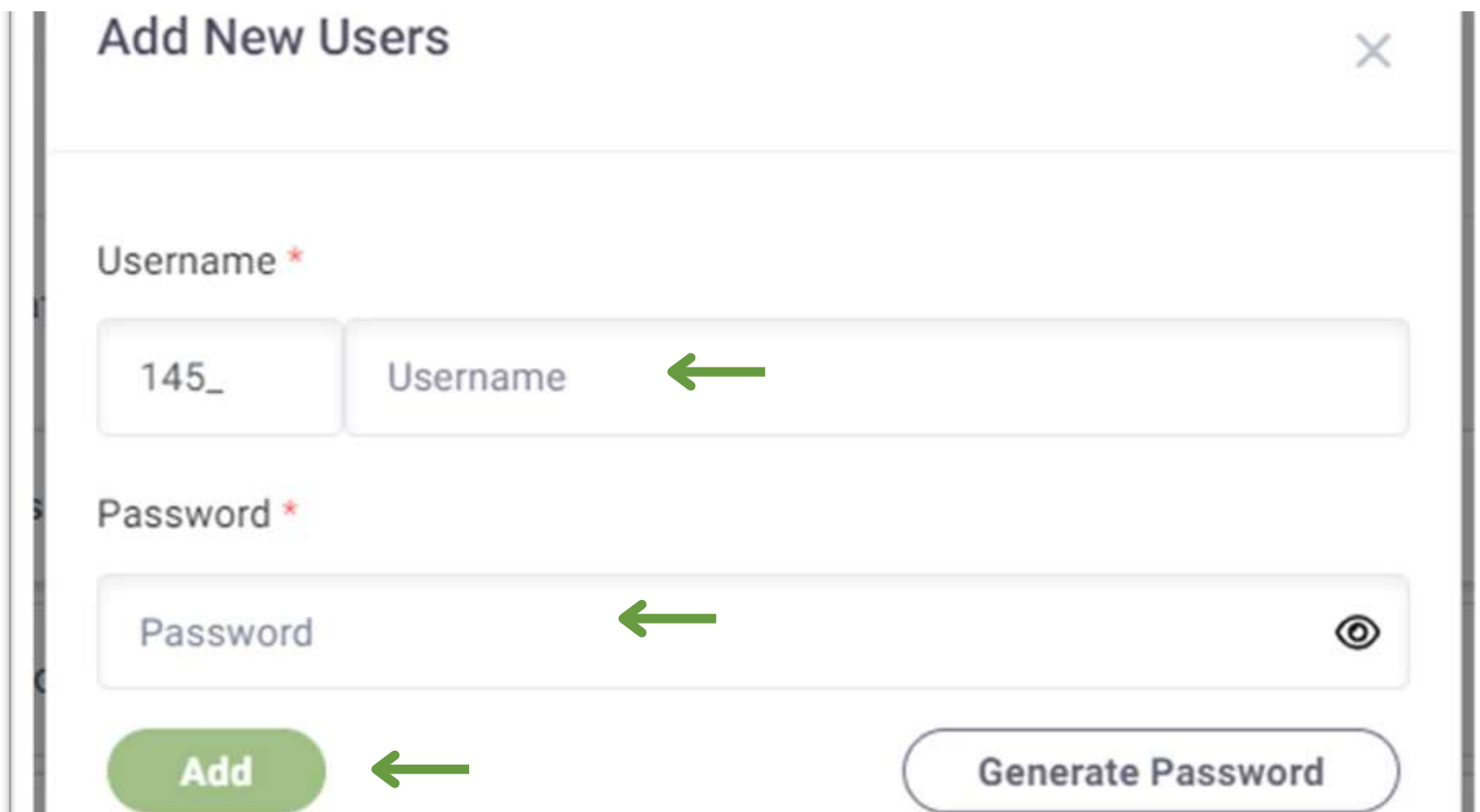
e.VPN:

ii. Edit a VPN:

After writing the **6-digit code** you received, you will be able to **access** and edit your VPN where you will find:

1. Users: You will be able to:

a. Add new Users by clicking on the “+” sign on the right and then assigning a Username and a Password (You can also use a generated password by clicking on “**Generate Password**”) for the new User then clicking on “**Add**”.




3-Organization

e.VPN:

ii. Edit a VPN:

1. Users:

b. Change a User's Password by clicking on the  sign next to the user. Enter the **new Password**, then click on **"Change Password"**, then click on **"Save"**.

VPN

Reservation Name: caldaoshy

Users

+

145_ola

→  

Gateway

+

caldaoshy-segment1



→

Save

Users:

×

145_ola

→

New Password

→


Change Password

3-Organization

e.VPN:

ii. Edit a VPN:

1. Users:

b. Change a User's Password by clicking on the  sign next to the user. Enter the **new Password**, then click on **"Change Password"**, then click on **"Save"**.

***Note that you cannot delete a user if there are no other users*.**



VPN

Reservation Name: caldaoshy

Users +

145_ola	 
---------	---

Gateway +

caldaochy-segment1	
--------------------	--

Save


3-Organization

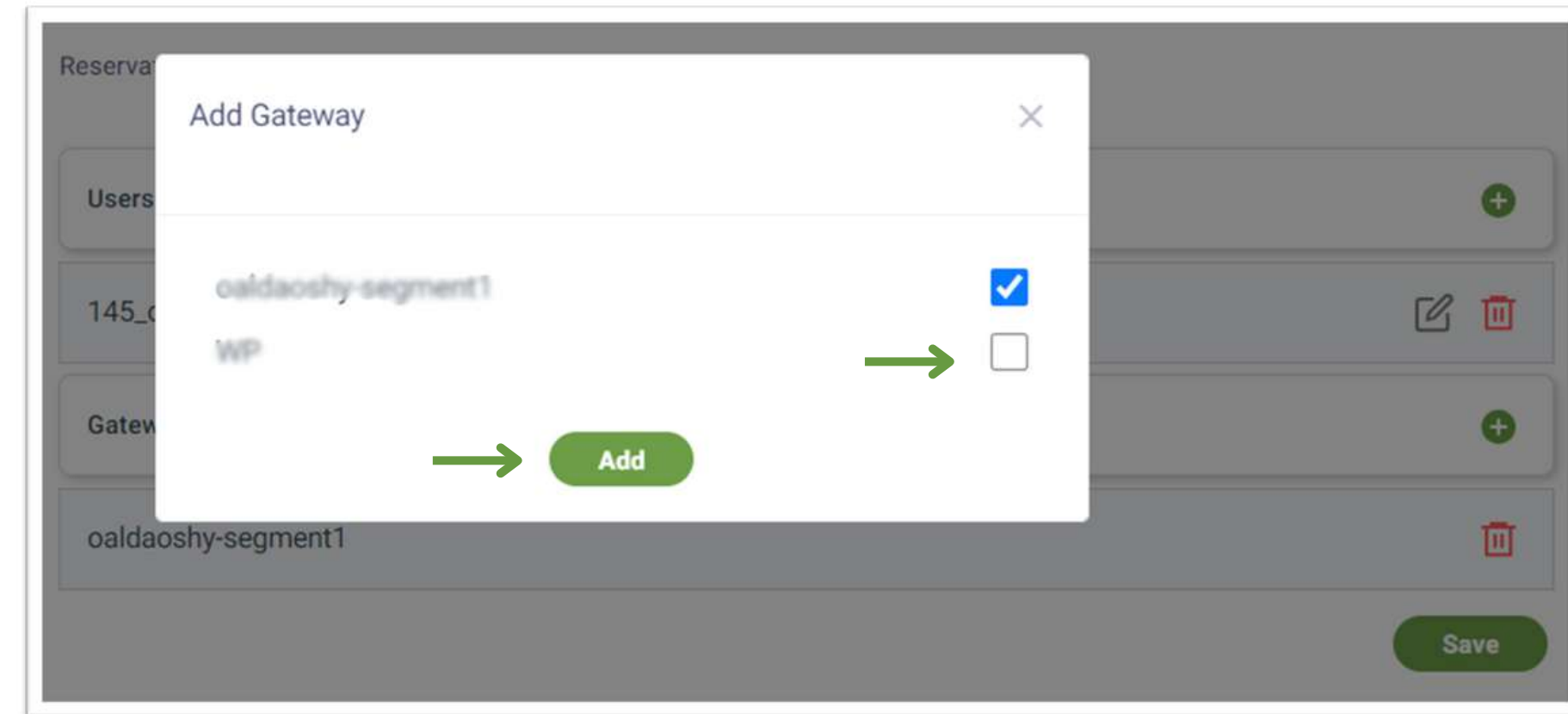
e.VPN:

ii. Edit a VPN:

2. Gateways:

a. You will be able to **Select/Unselect** a Gateway when you click on the “+” sign on the right, make your selection, then click on “**Add**”.


b. You can also **Delete** a Gateway by clicking on the  sign next to that Gateway, then as **always**, click on “**Save**”.




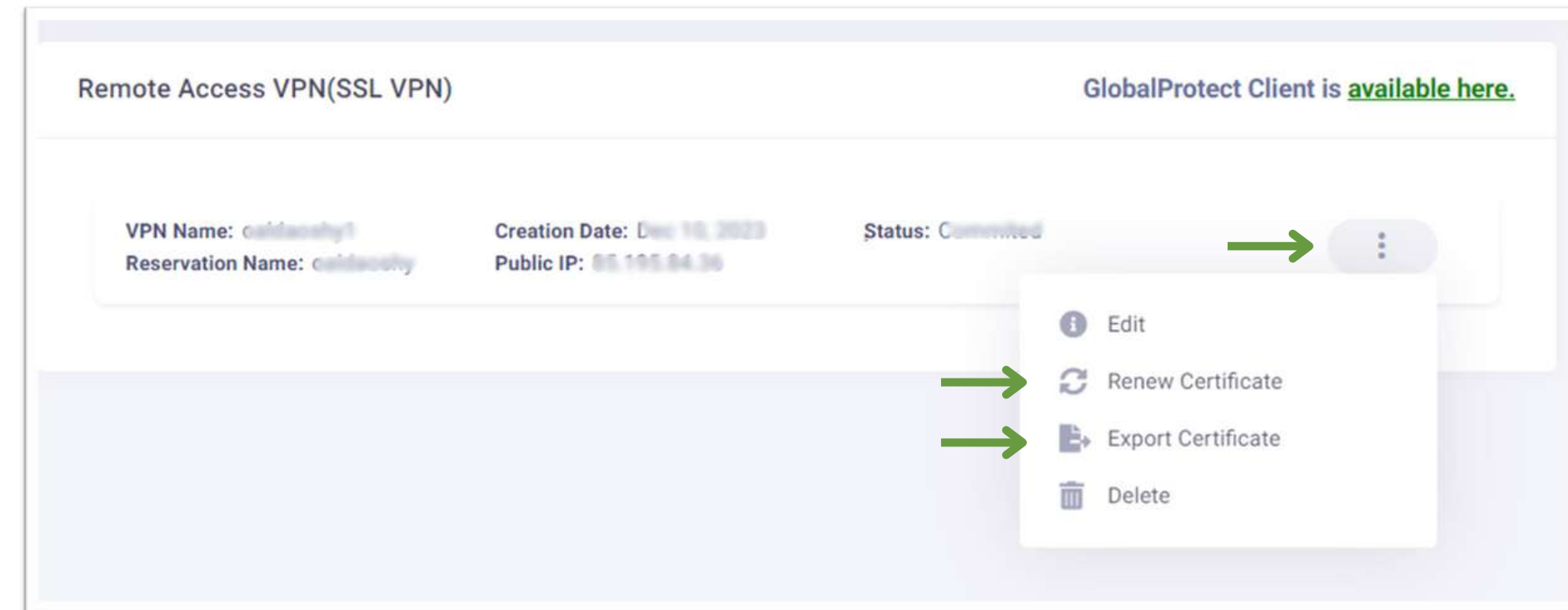
3-Organization

e.VPN:

iii. Renew/Export Certificate:

a. To Renew a VPN Certificate, click on the  sign on the right, then choose **“Renew a Certificate”**, however, please note that if you click on **“Confirm”**, the **old Certificate will no longer be valid**.


b. To Export your VPN Certificate, click on the  sign and choose **“Export Certificate”**, and it will be downloaded on your device.



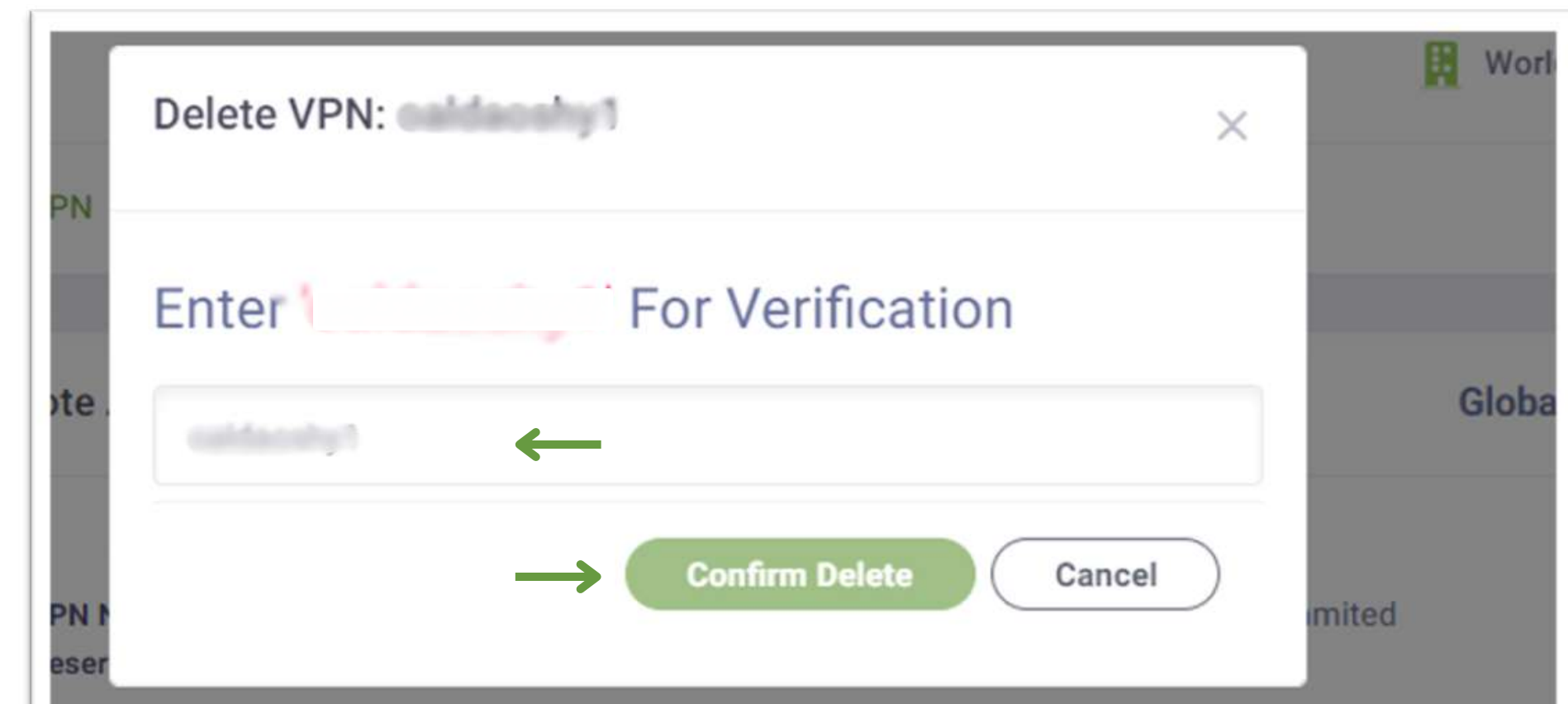
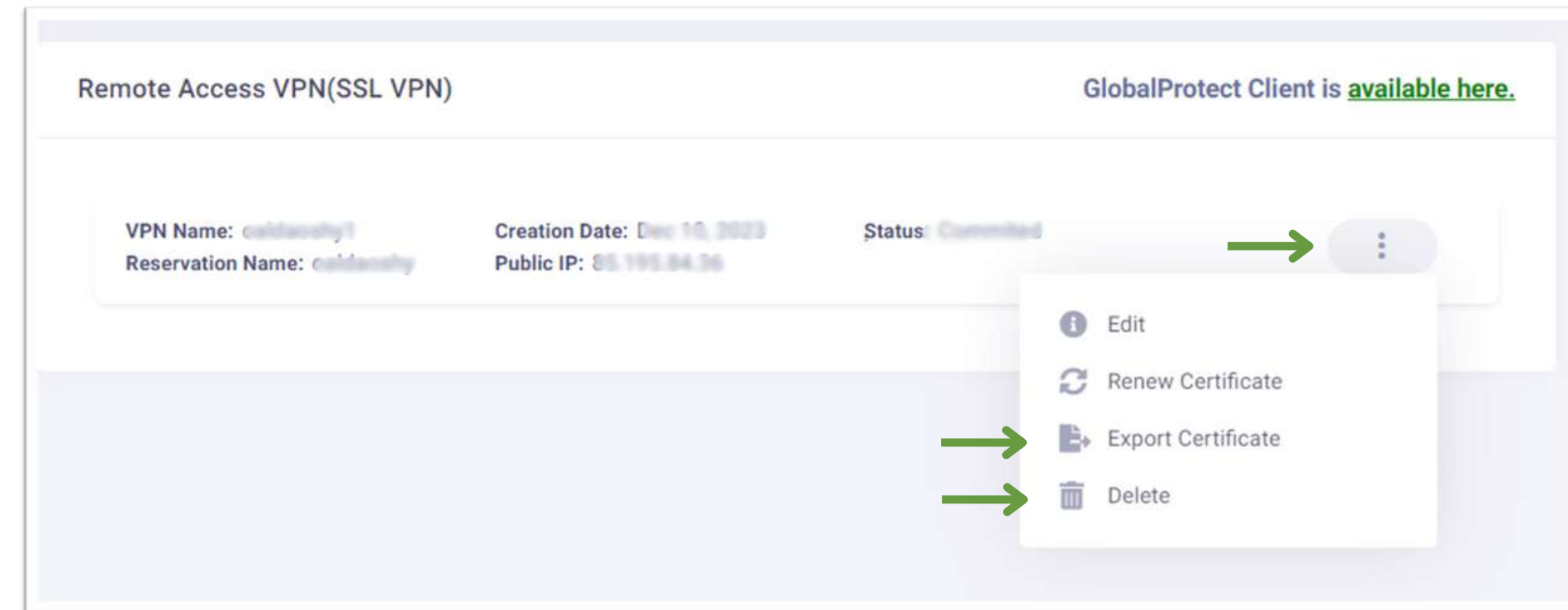
3-Organization

e.VPN:

iv. Delete a VPN:

To Delete a VPN, click on the  sign on the right, then choose **“Delete”** then **Copy & Paste the Name** of the **VPN** you want to delete then click on **“Confirm Delete”**.

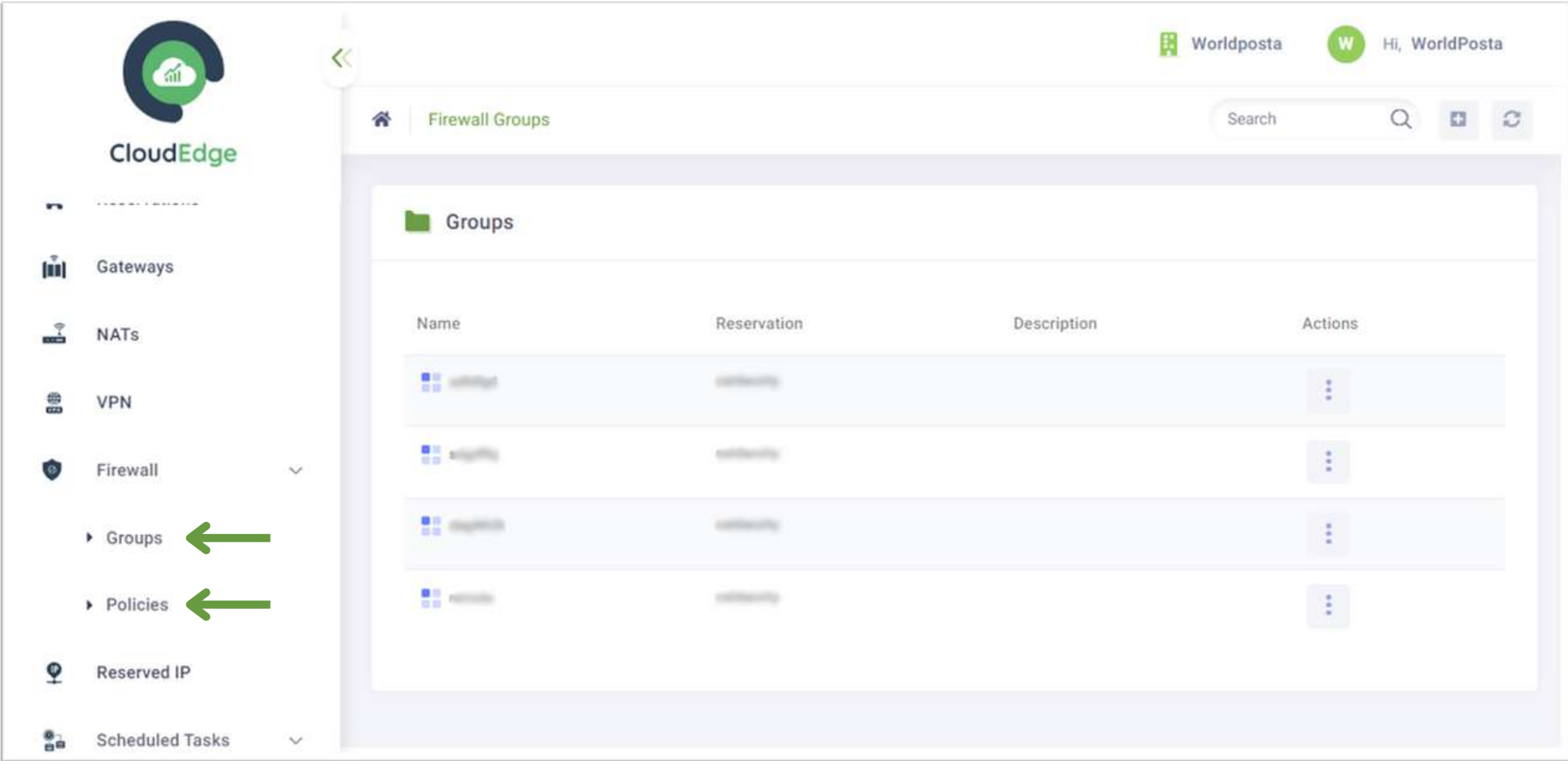
****Always copy the name of the item you are trying to delete to guarantee error-free operations.****



3-Organization

f. Firewall:

in this tab, you can manage **Groups** and **Policies** related to network firewall settings. This allows you to **define** and **control access** rules, by specifying which connections and communication are **permitted** and which are **restricted** or **blocked**.



3-Organization

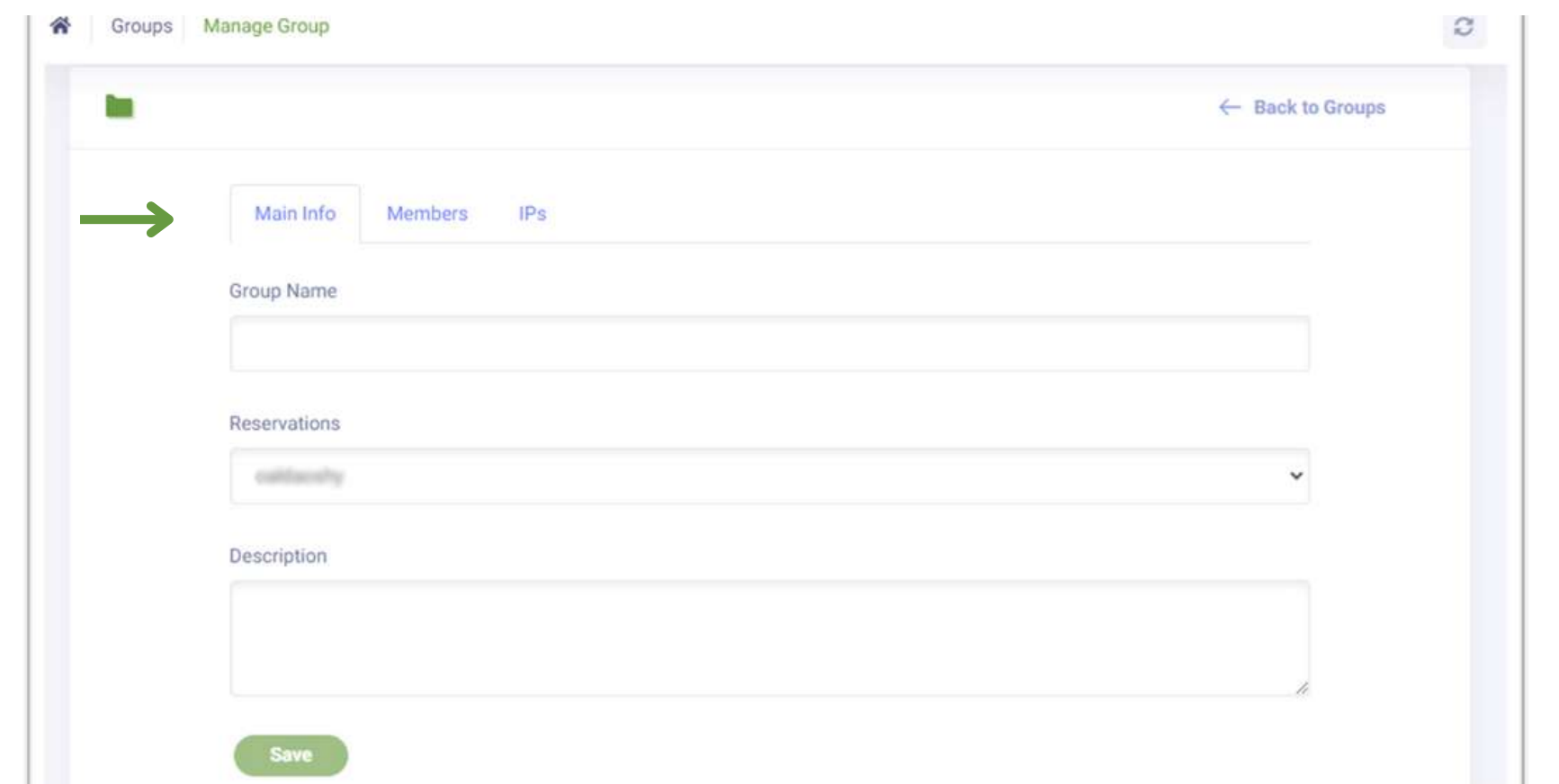
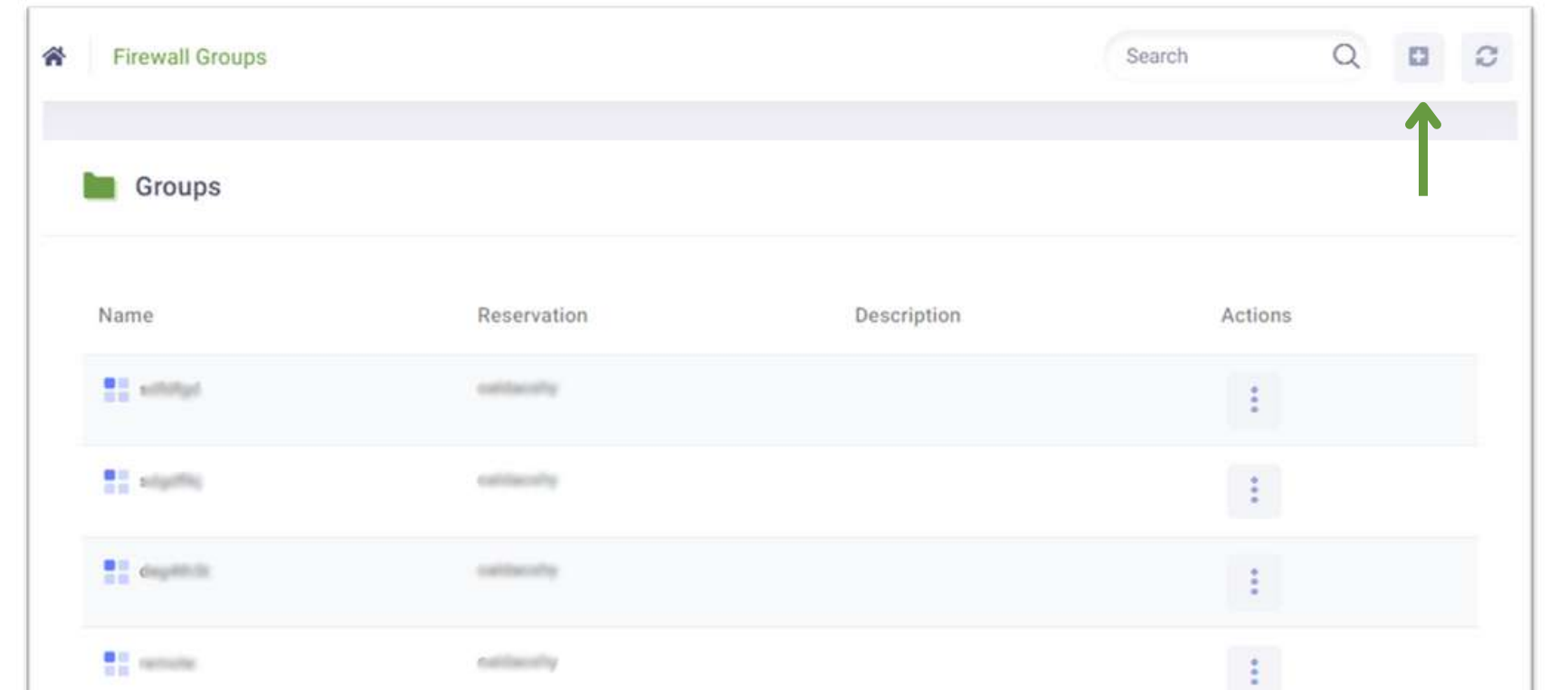
f. Firewall:

i. Groups:

Manage your groups by **Creating** , **Editing**, or **Deleting** them:

1. Create a new Firewall Group:

To **Create** a new **Firewall group**, click on the “+” sign at the top-right corner, this will open the Group’s properties. Within the “**Main Info**” tab, you can define the Group's name, indicate the **Reservations** to which it will be added, and provide a Description, then click on “**Save**”.



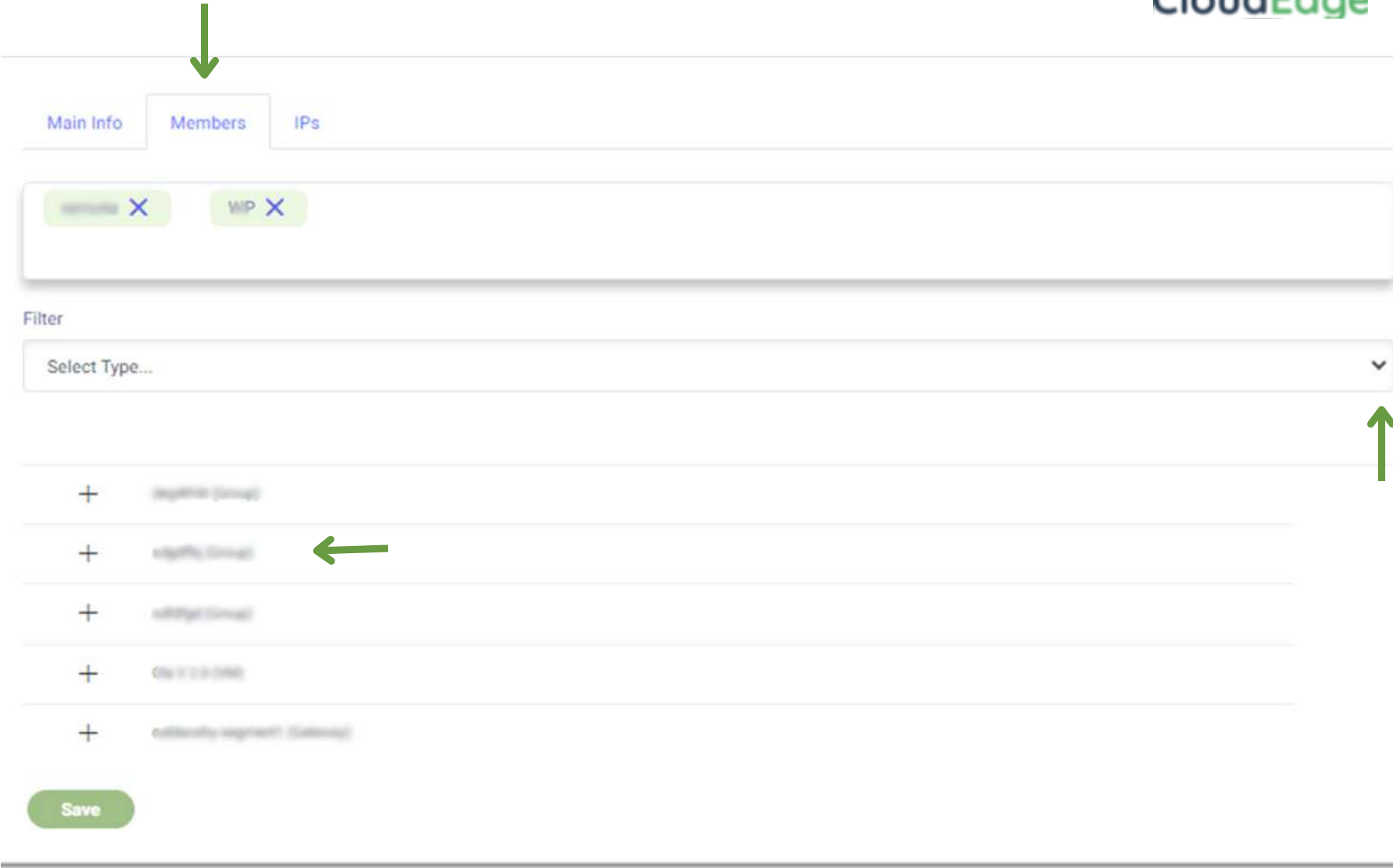
3-Organization

f. Firewall:

i. Groups:

1. Create a new Firewall Group:

in the **Members tab**, you can **Add members** to the group and **filter** them by **VM**, **Gateway**, or **other Groups**, then click on **“Save”**.



3-Organization

f. Firewall:

i. Groups:

1. Create a new Firewall Group:

in the **IPs tab**, you can Include specific **IP addresses**, **subnets**, or **IP ranges**, then click on **"Save"**.



← Back to Groups

Main Info Members **IPs** ←

You can add IP, subnet and range of IPs

IPs ←


Save

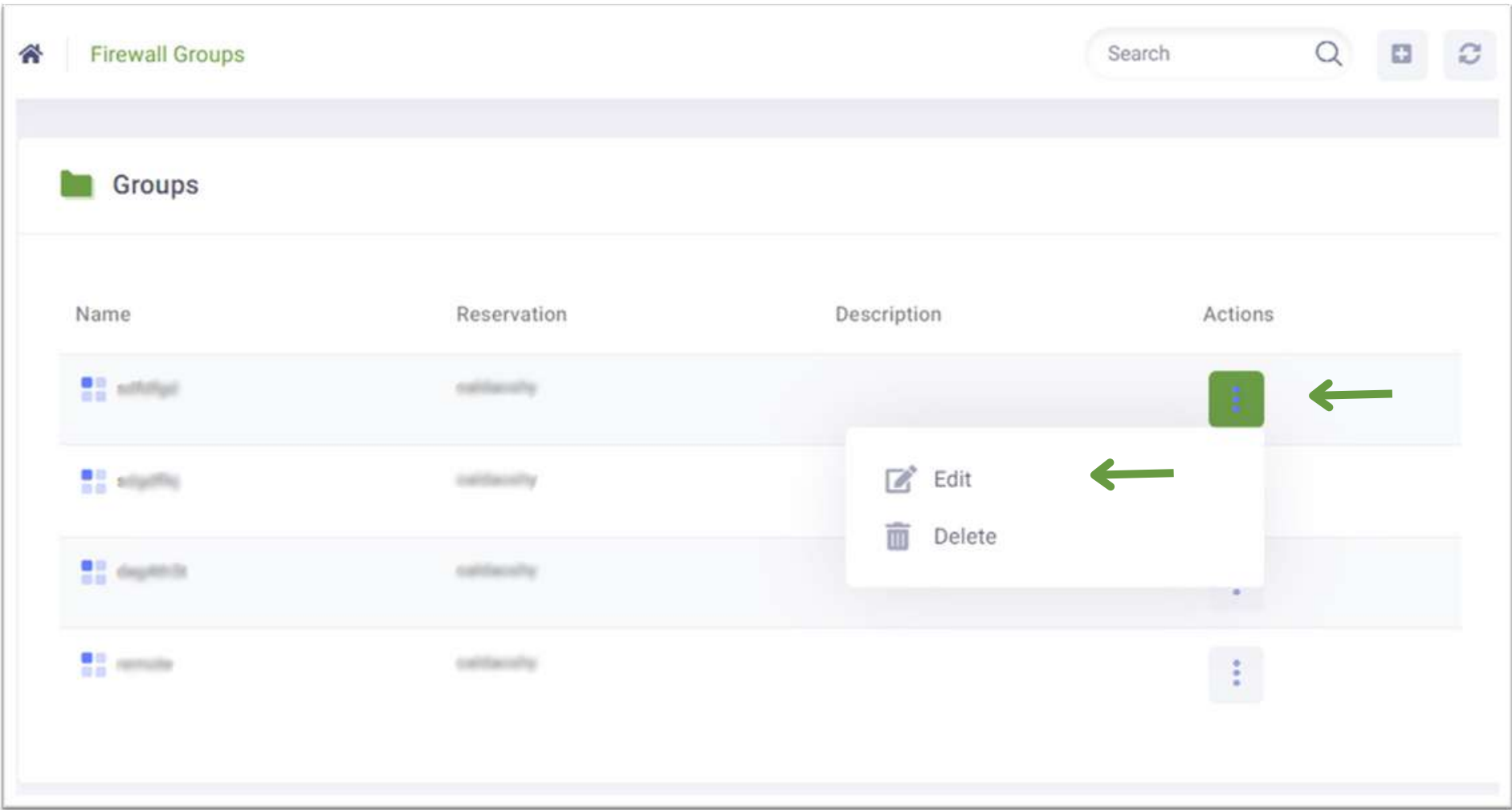
3-Organization

f. Firewall:

i. Groups:

2. Edit a Firewall Group:

To **Edit** a Firewall Group, click on the  sign, then choose **"Edit"**, this will open the Group's properties, allowing you to make changes. Afterward, click **"Save"** to apply the changes.




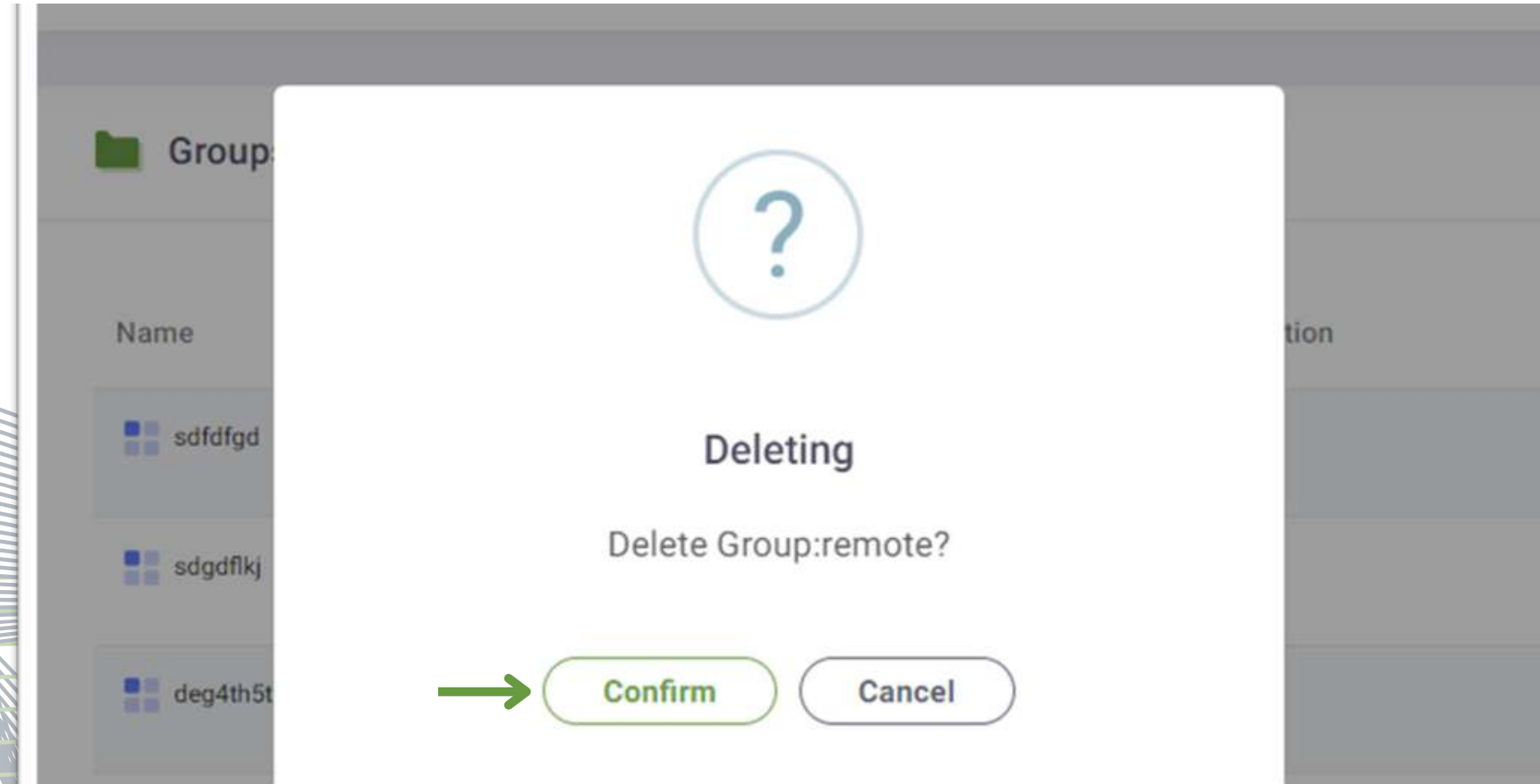
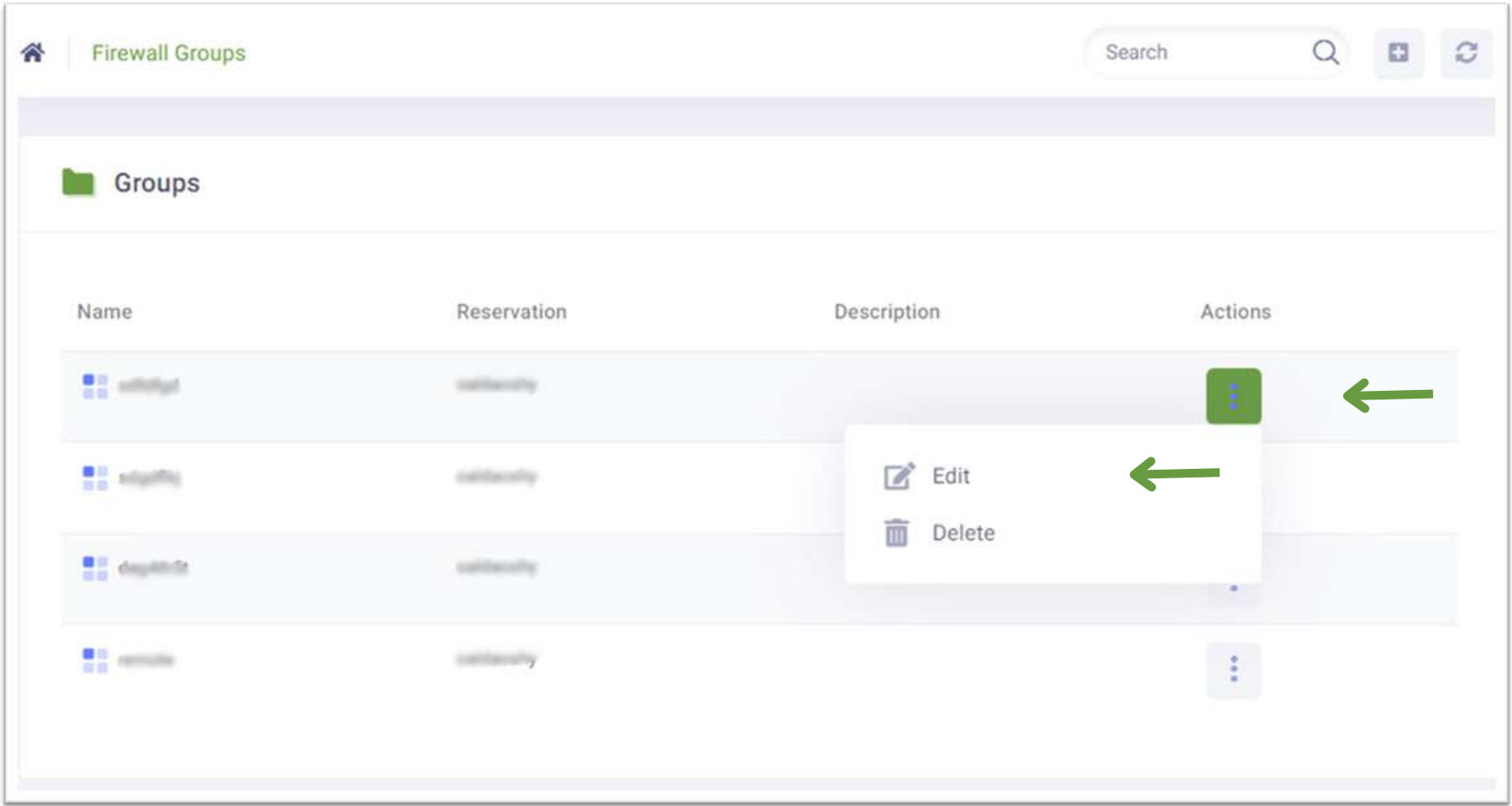
3-Organization

f. Firewall:

i. Groups:

3. Delete a Firewall Group:

To Delete a Firewall Group, click on the  sign, then choose **“Delete”**, then click on **“Confirm”**.

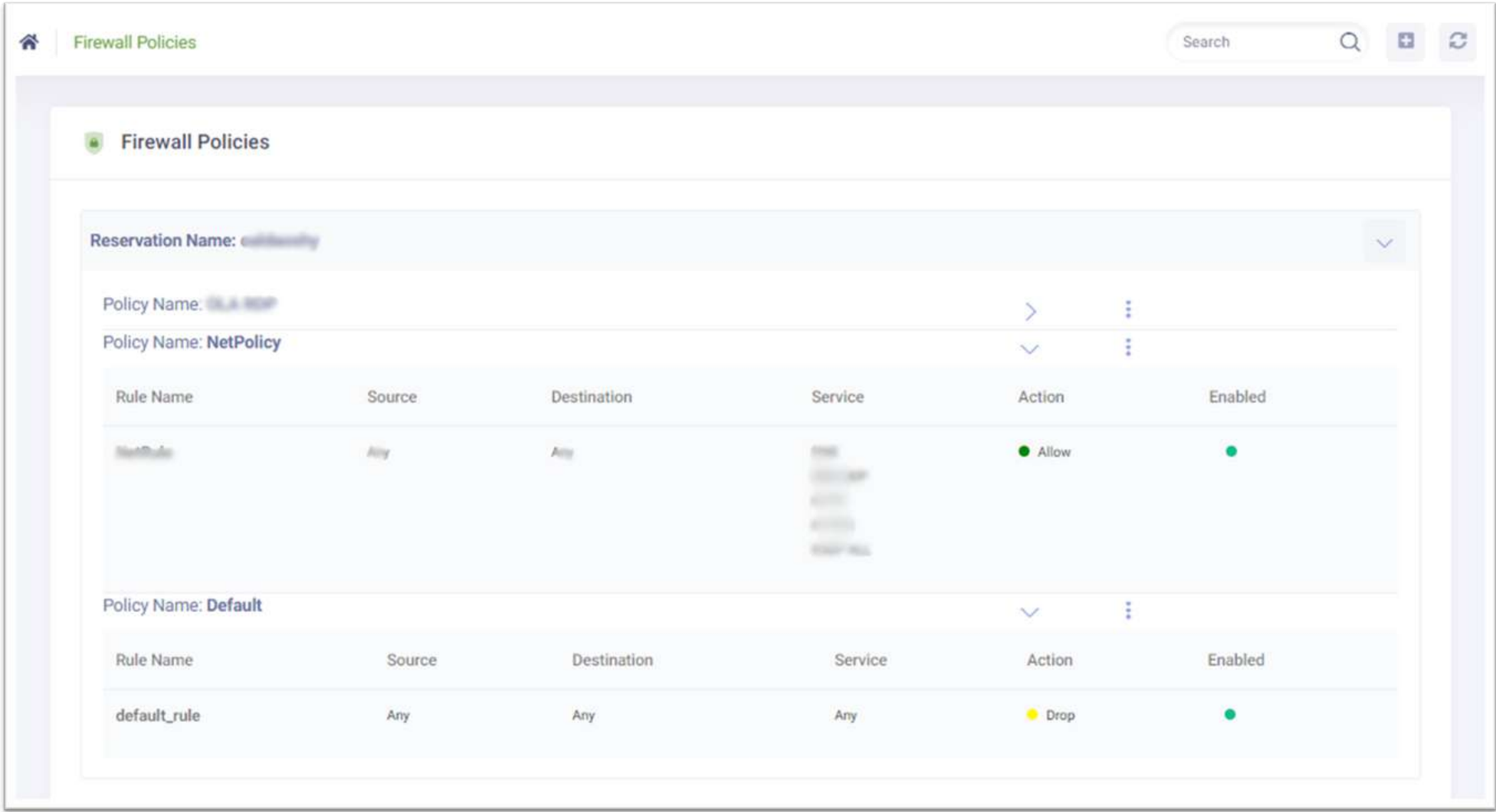


3-Organization

f. Firewall:

ii. Policies:

This tab allows you to **View, Search** For, and **Edit Your Firewall Policies**, where you can specify the machine to which you want to apply your Policy and define the type of **Rules** you wish to implement.



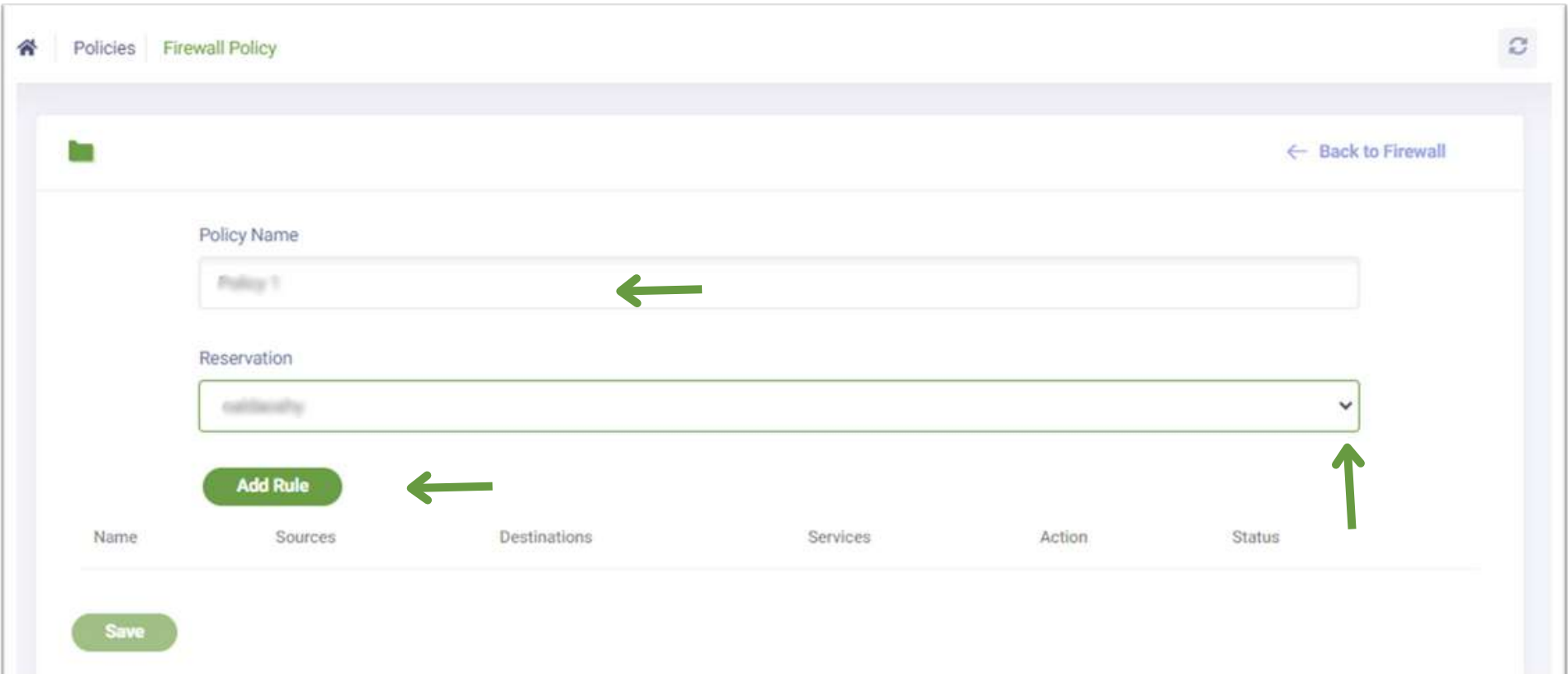
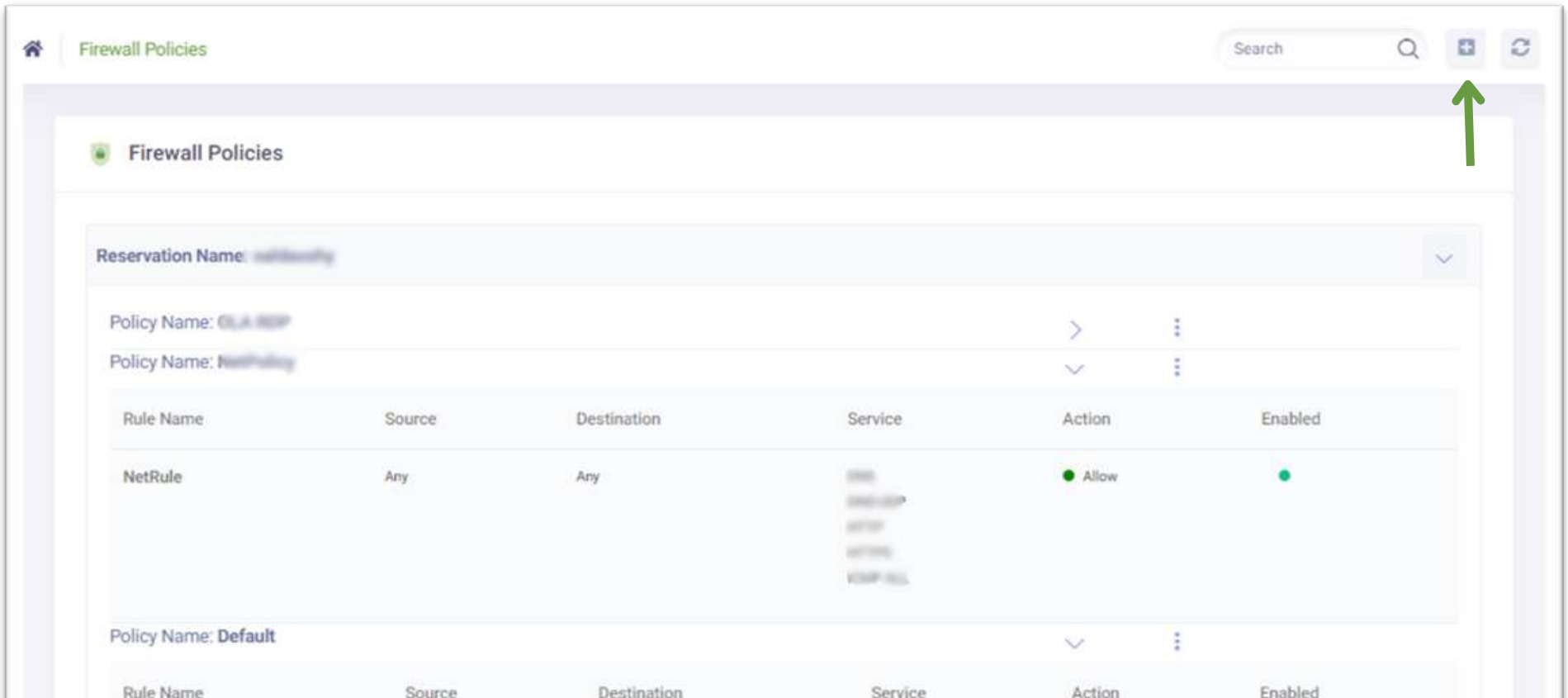
3-Organization

f. Firewall:

ii. Policies:

1. Create a New Policy:

To **Create** a new Firewall policy, click on the “+” sign, this will open the Policy’s properties. You can now enter the **Policy name** and choose the **Reservation** you’re applying this policy on, then click on “**Add Rule**”.



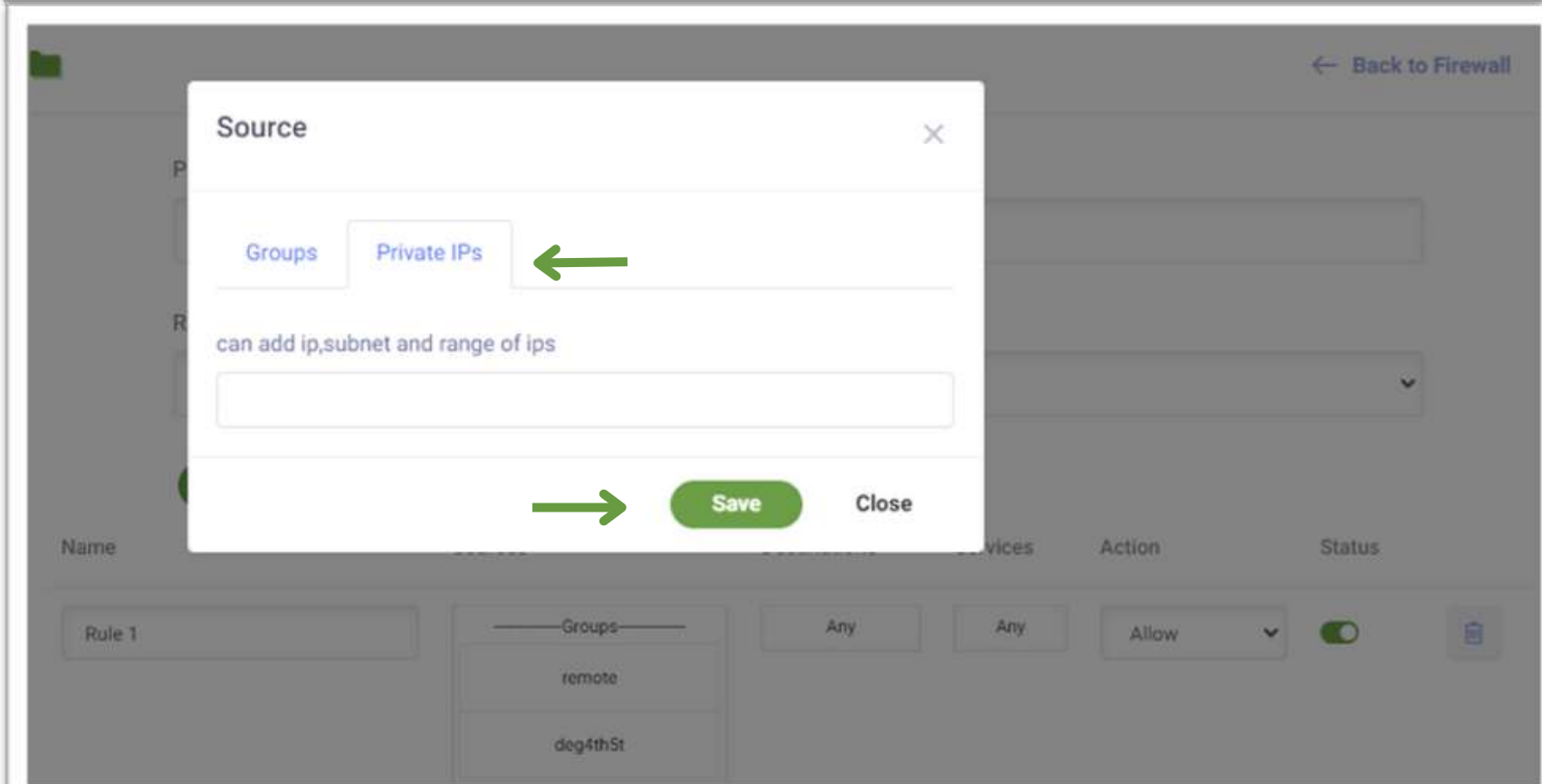
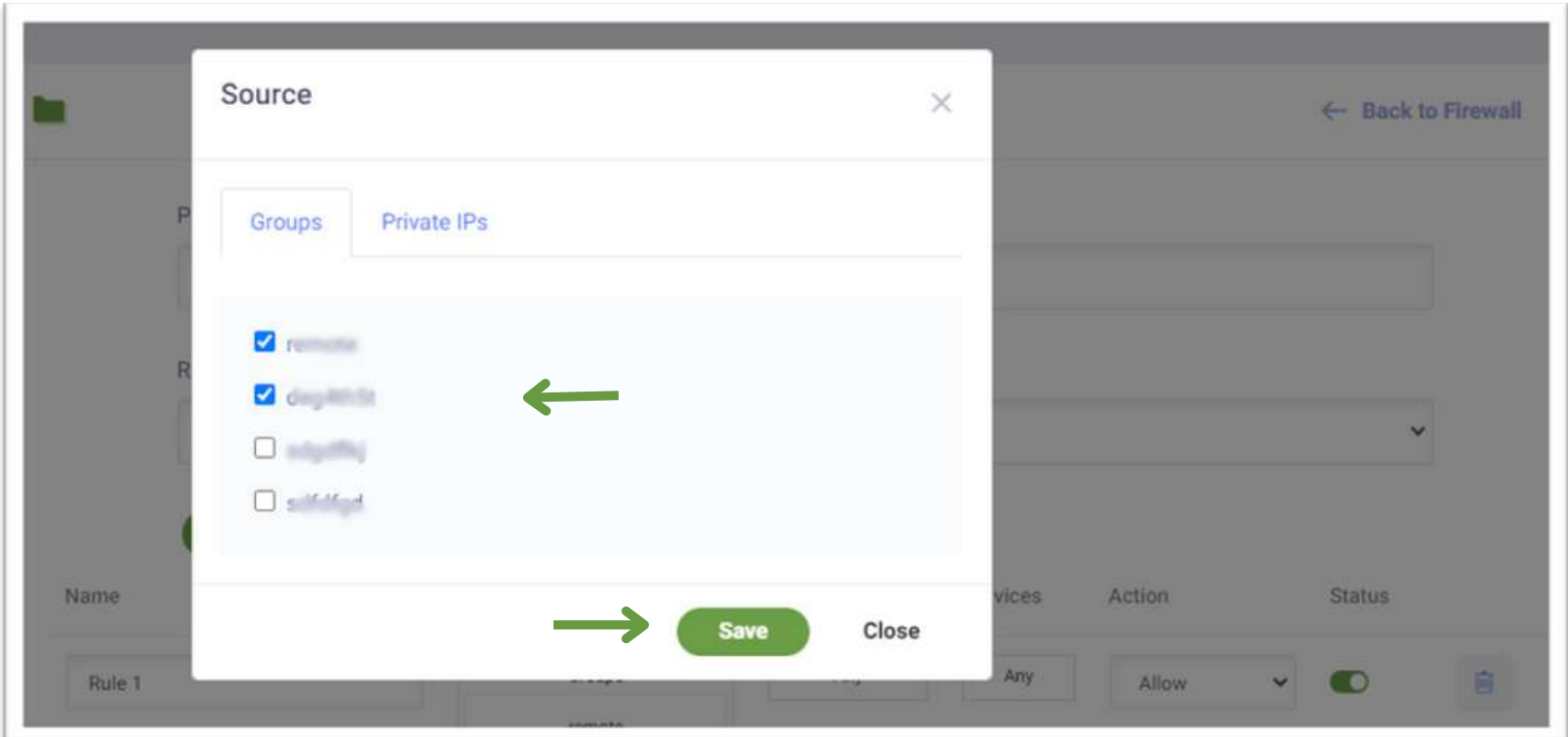
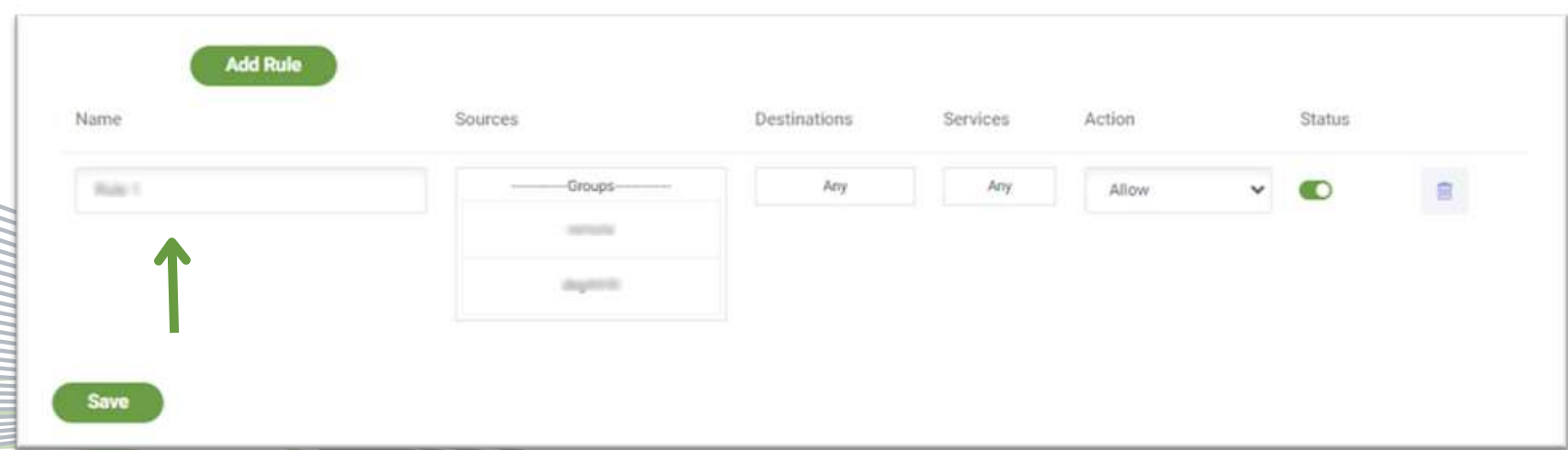
3-Organization

f. Firewall:

ii. Policies:

1. Create a New Policy:

Now you can Enter a **name** for the Rule, choose the **Source Group** or Groups and **Private IPs** that you will have this rule applied to, then make sure to click **“Save”** after you’re finished.



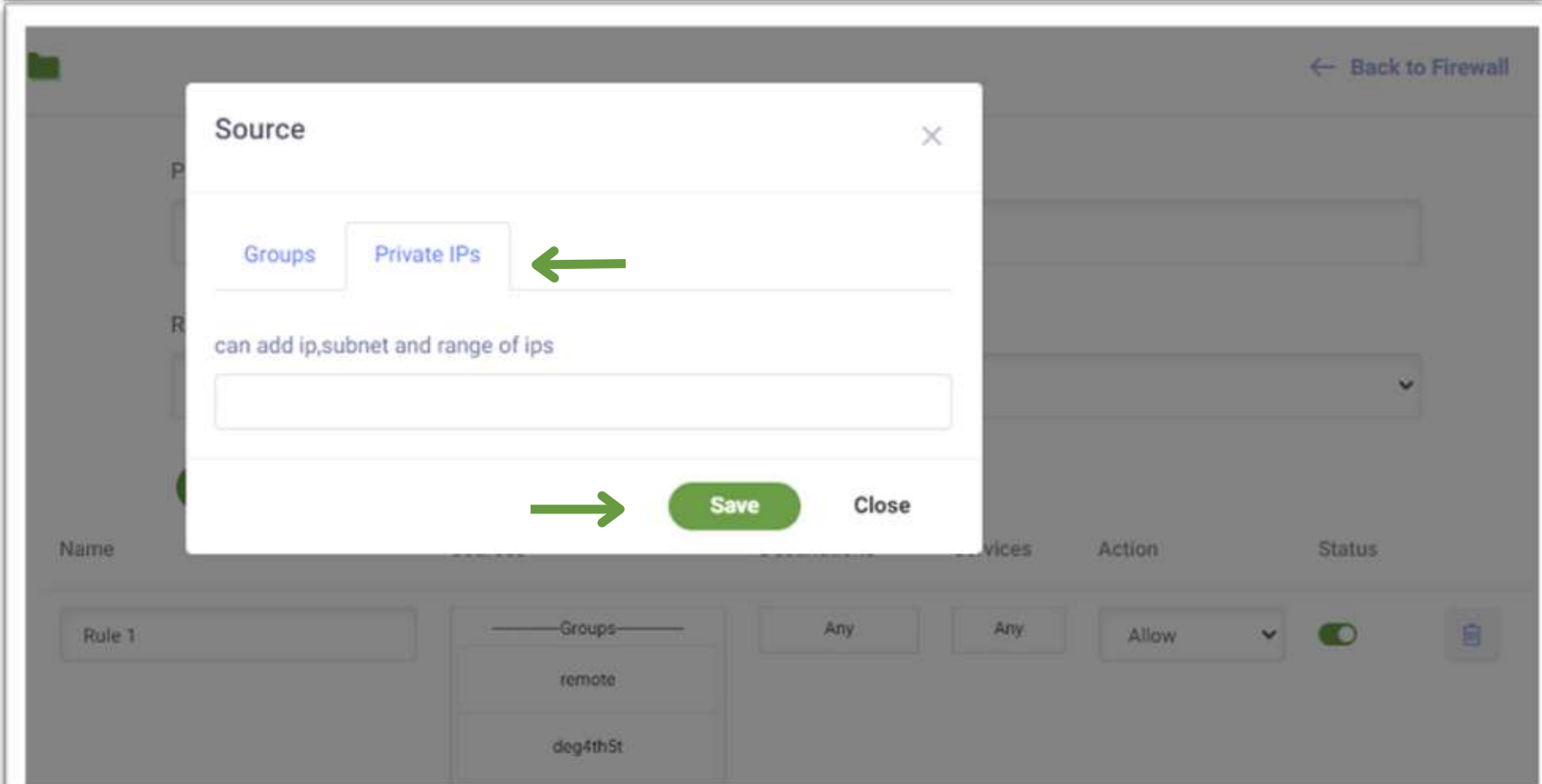
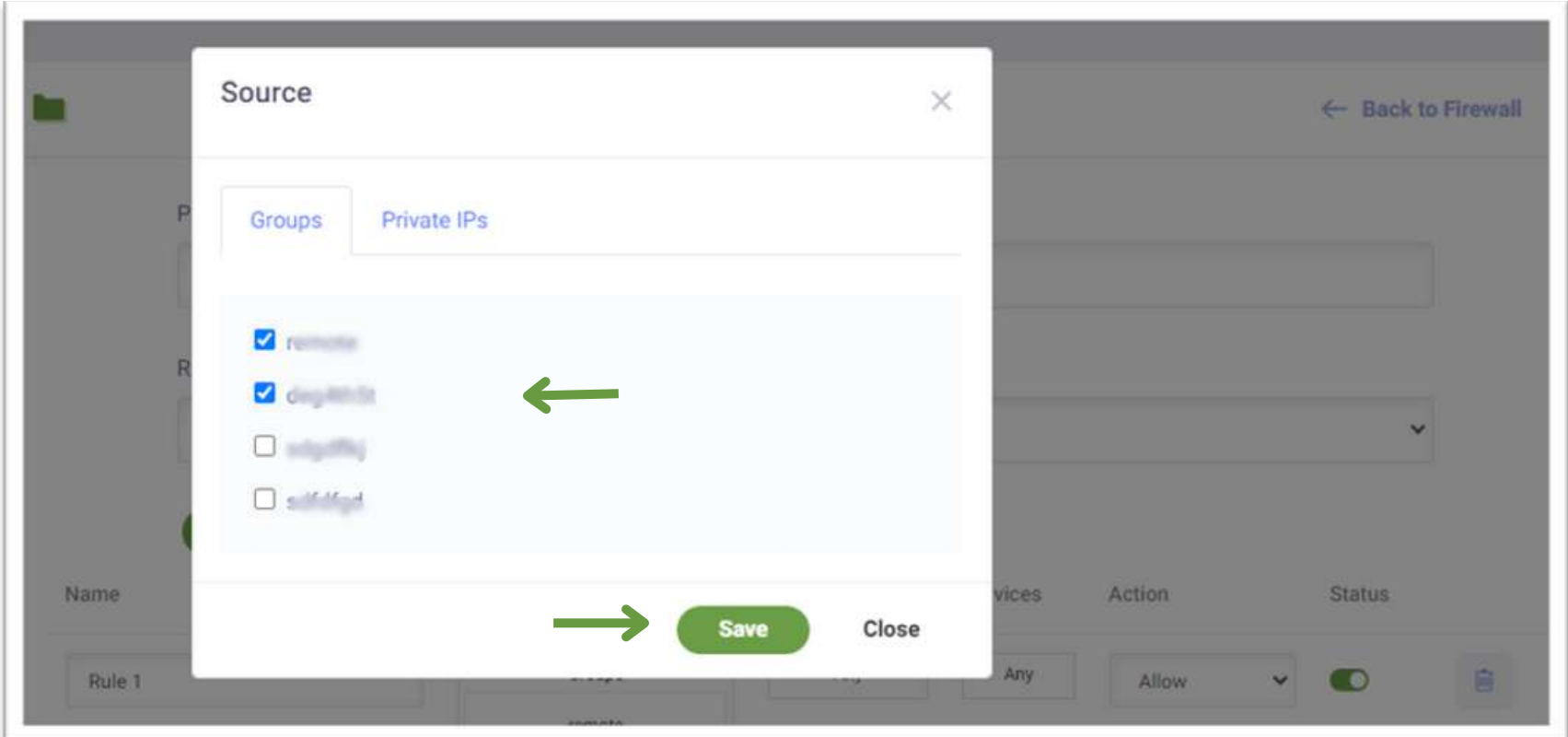
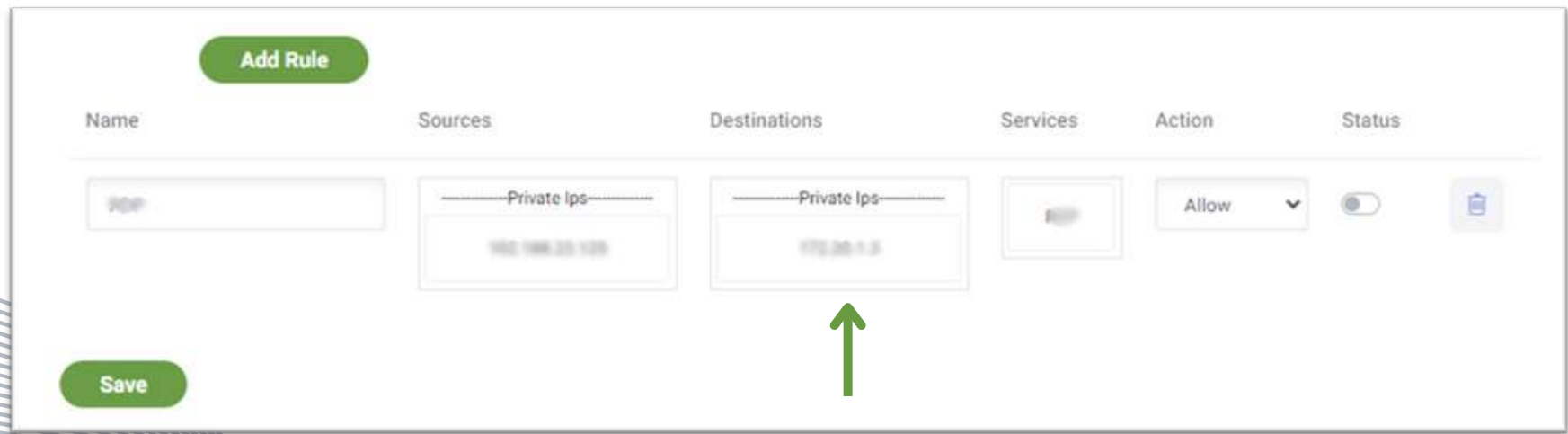
3-Organization

f. Firewall:

ii. Policies:

1. Create a New Policy:

Now **Choose** the **Destination Group** or Groups and **Private IPs** that you will have this rule applied to, then make sure to click **“Save”** after you’re finished.



f. Firewall:

ii. Policies:

1. Create a New Policy:

Now **Choose** the **Service** that you want this rule applied to, then make sure to click **“Save”** after you’re finished.

Ports

Name/Port

search by name/port

Search

Clear

<input type="checkbox"/>	Yahoo Messenger (2000)	5000
<input type="checkbox"/>	Yahoo Messenger (100)	5000
<input checked="" type="checkbox"/>	WWW (80)	42
<input checked="" type="checkbox"/>	WWW	42
<input checked="" type="checkbox"/>	Windows Update Catalog (80)	3388
<input checked="" type="checkbox"/>	Windows Update Catalog	3388
<input type="checkbox"/>	Win 2000 - HTTP, SSL (80, 443) (HTTP, HTTPS) (Web, Update, Search, FTP)	80/443-80/500
<input type="checkbox"/>	Win 2000 - HTTP, SSL (80, 443) (HTTP, HTTPS) (Web, Update, Search, FTP)	1000-80/500
<input type="checkbox"/>	Win - HTTP, SSL (80, 443) (HTTP, HTTPS) (Web, Update, Search, FTP) - 1000	1000-80/500
<input type="checkbox"/>	Win - HTTP, SSL (80, 443) (HTTP, HTTPS) (Web, Update, Search, FTP) - 100	1000-80/500

80

443

80 - 42

Windows Update Catalog (80, 3388)

Windows Update Catalog - 3388

Items per page: 10

< Previous

1

2

3

...

63

Next >

Save


Close

3-Organization



f. Firewall:

ii. Policies:

1. Create a New Policy:

Choose the **Action** that you want to apply to this rule and **Enable/Disable** the Status then make sure to click **“Save”** after you’re finished. You can also **Delete the Rule** by clicking on the  sign.

Add Rule

Name	Sources	Destinations	Services	Action	Status	
<input type="text" value="VDP"/>	<div>Private Ips</div> <div>192.168.25.125</div>	<div>Private Ips</div> <div>192.255.1.0</div>	<div></div>	<div>Allow</div> <div>Allow</div> <div>Drop</div> <div>Reject</div>	<div><input checked="" type="checkbox"/></div>	<div></div>


Save

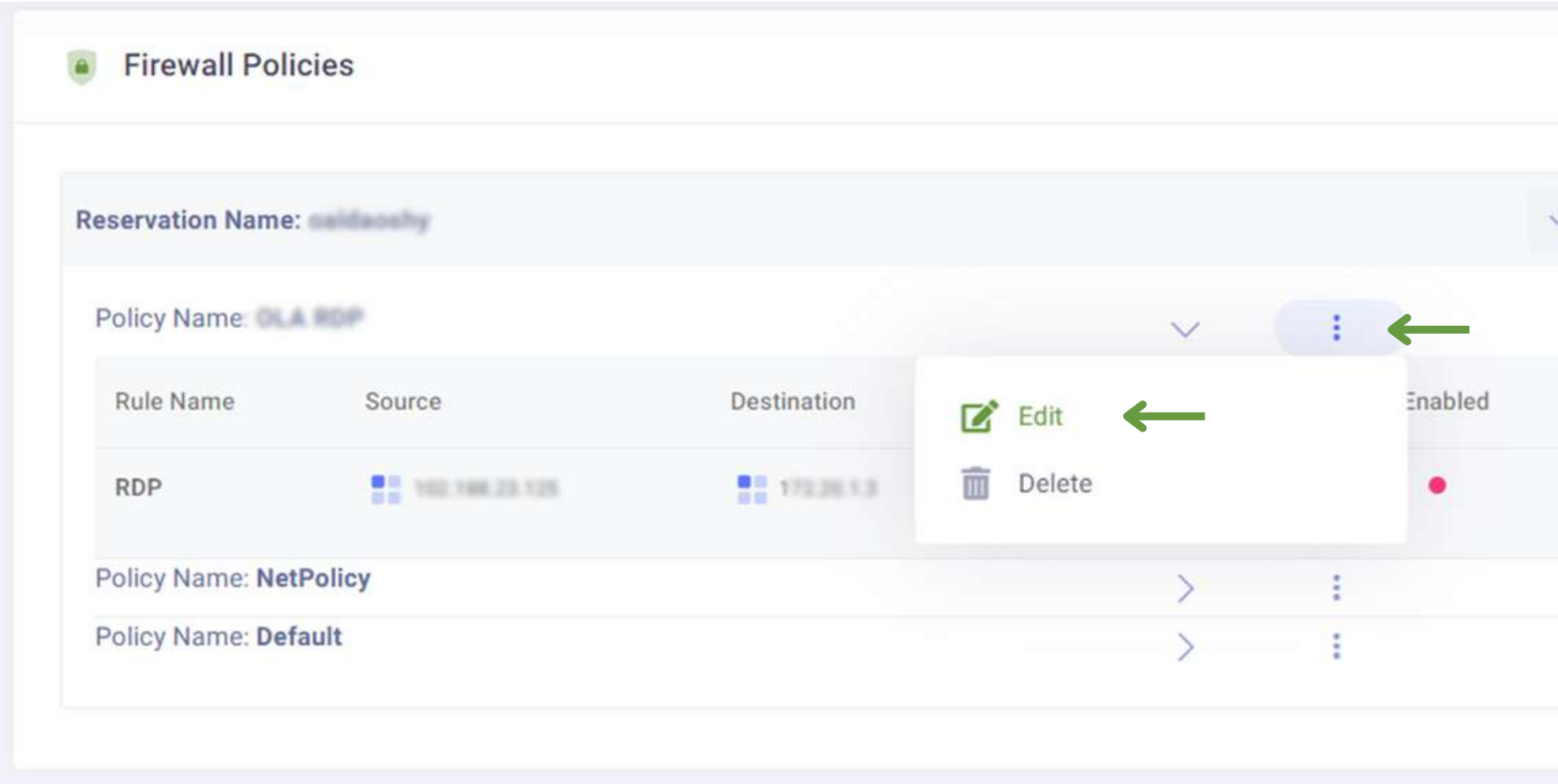
3-Organization

f. Firewall:

ii. Policies:

2. Edit a Policy:

To **Edit** a Firewall **Policy**, click on the  sign, then choose **“Edit”**, this will open the Policy’s properties, allowing you to make changes. Afterward, click **“Save”** to apply the changes.



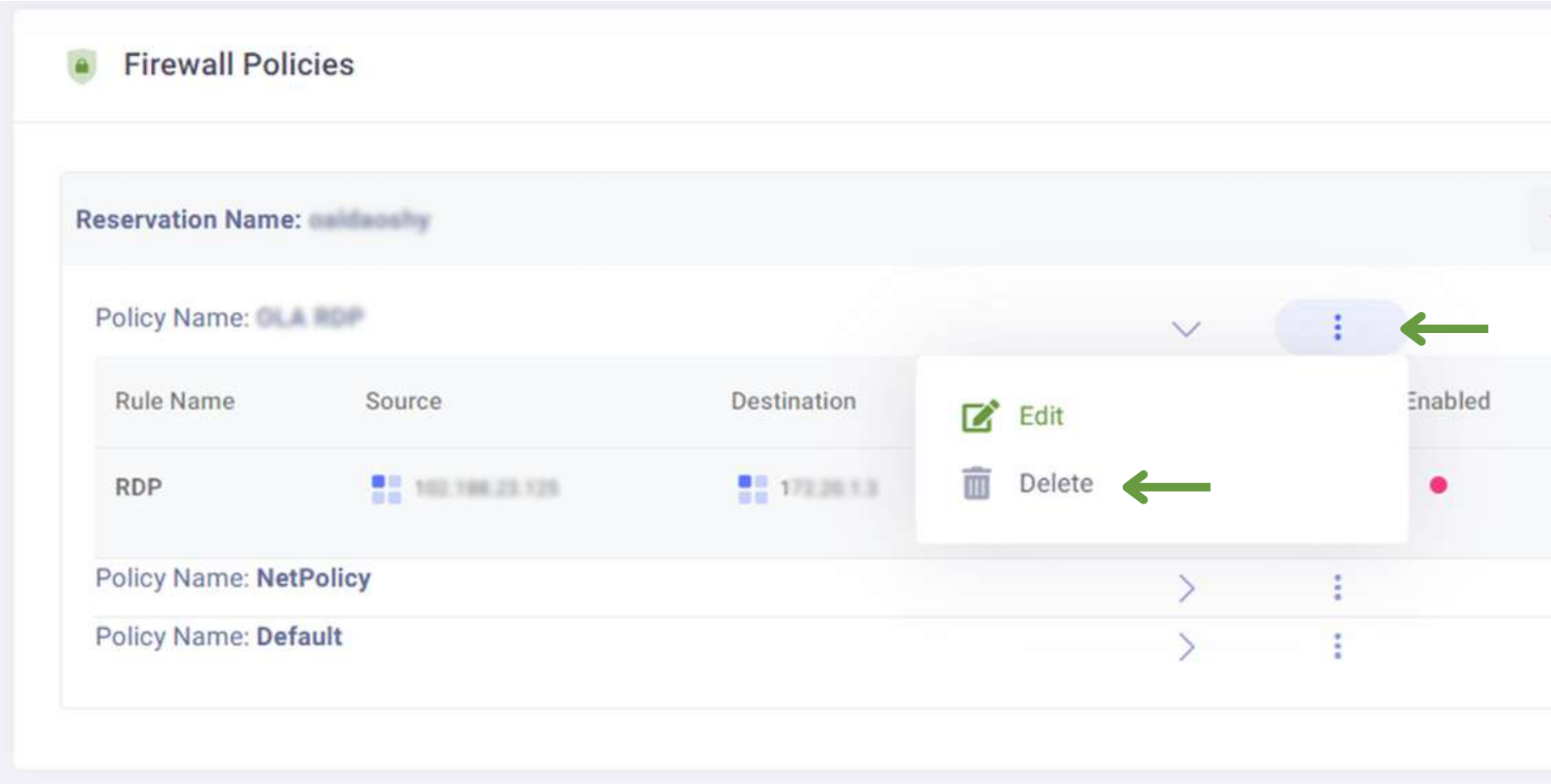
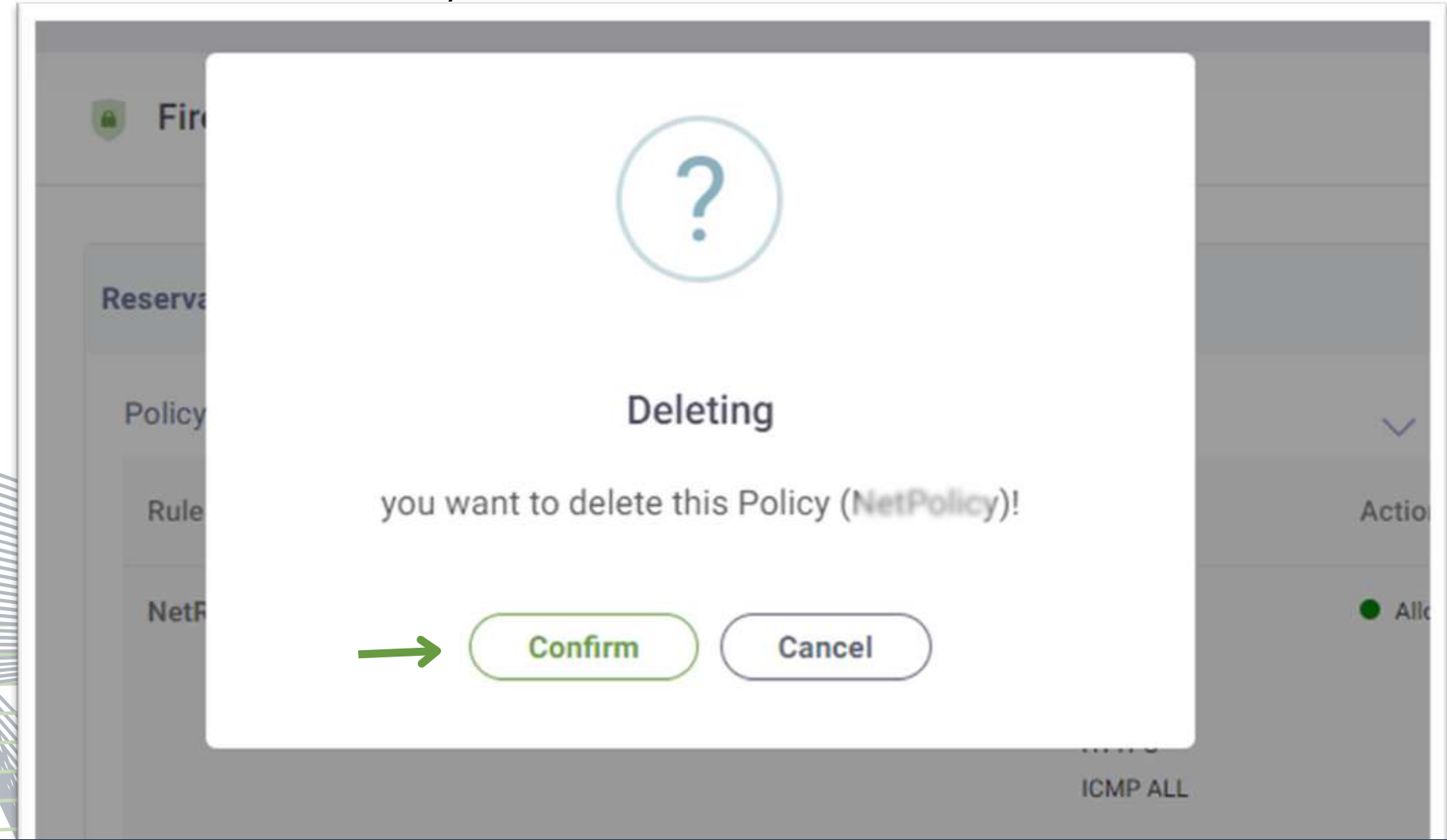
3-Organization

f. Firewall:

ii. Policies:

3. Delete a Policy:

To **Delete** a Firewall Policy, click on the  sign, then choose **“Delete”**, then click on **“Confirm”**.

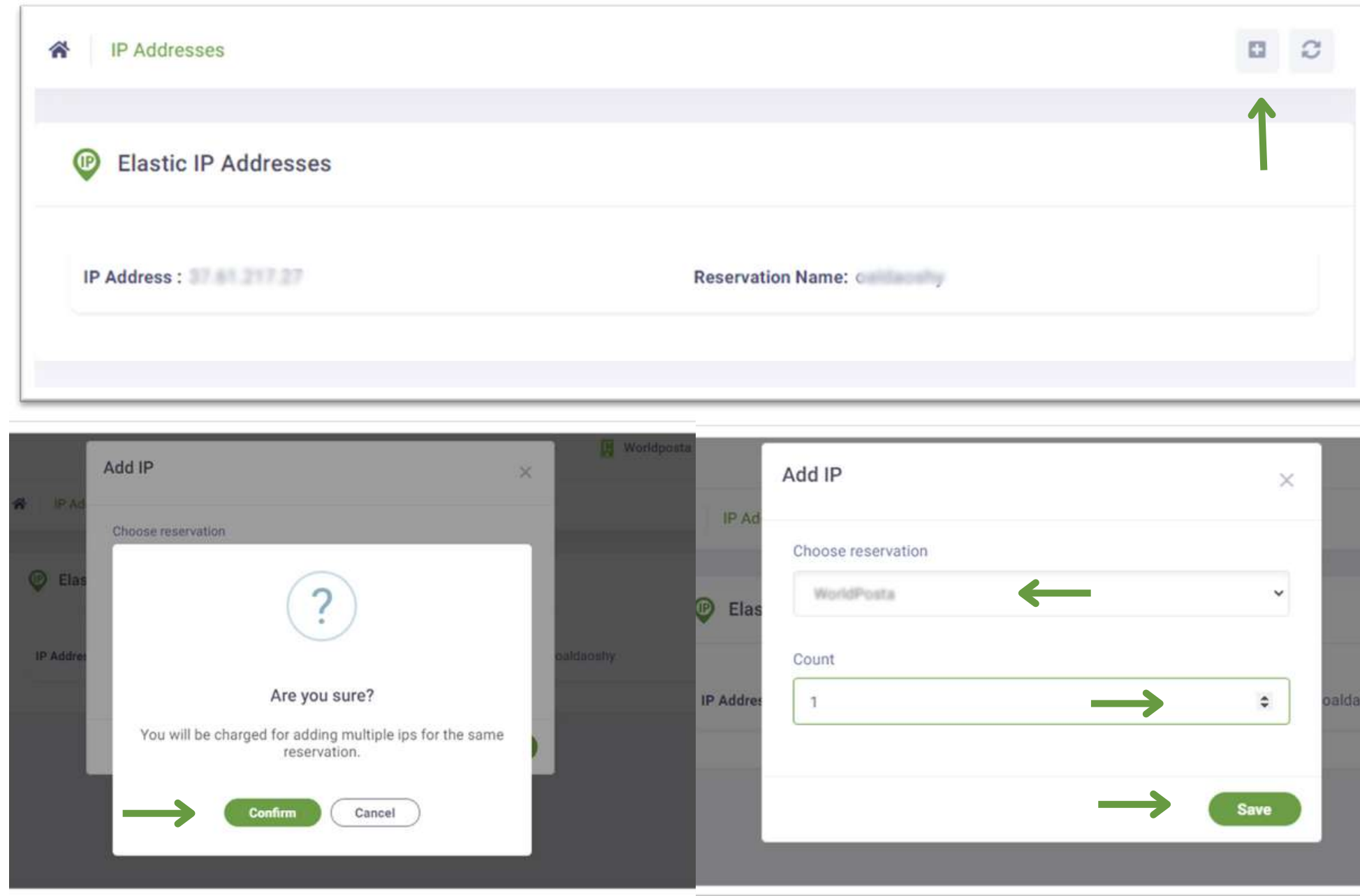


3-Organization

g. Reserved IP:

In this tab, you can **View** and **Reserve public IP Addresses**.

To Reserve a new **IP Address or Addresses**, click on the “+” sign at the **top-right**, then choose the reservation you want to reserve the public IPs on and how many, then click on “**Save**”. After that you will be asked to “**Confirm**” you want to add the Public Ips.



The screenshot displays the 'IP Addresses' management interface. At the top right, there is a '+' icon for adding new addresses, indicated by a green arrow. Below this, the 'Elastic IP Addresses' section shows a list of reserved IPs. One entry is visible with the IP address '37.41.217.27' and the reservation name 'oaldaoshy'. Below the list, there is a modal window titled 'Add IP' with a 'Choose reservation' dropdown menu set to 'WorldPosta', a 'Count' input field set to '1', and a 'Save' button. A second modal window is overlaid on top, asking 'Are you sure?' with a warning that 'You will be charged for adding multiple ips for the same reservation.' and buttons for 'Confirm' and 'Cancel'. Green arrows indicate the flow from the '+' icon to the 'Add IP' modal and then to the 'Confirm' button.

g. Reserved IP:

After you click on **"Confirm"**, you will be redirected to the Invoices page where you will find the **Invoice** for your operation. Click on **"Confirm & Pay"**, then you will be redirected to the **payment** page where you can insert your **card information** and pay.

Invoices List

Invoice

CloudEdge

Invoice

←

WorldPosta

250 Consumers Road - North York,
ON M2J 4V6 - Canada

info@worldposta.com

+1 (416) 598-6256

Invoice No.

247-029-1000

Invoice date

Dec 24, 2023

Company Name

multisearch

Category	Details	Total Amount	Total Discount	Net Amount
PublicIP	IP	10	0	USD - 10

Total Amount

10 USD

Total Discount

0

Net Amount

10 USD

Payment Check & Confirmation

Apply Coupon

Summary

SubTotal:	\$10.00
Discount:	\$0.00
NET TOTAL:	\$10.00

Our payment details are only used for processing and are never stored by WorldPosta.

CloseConfirm & Pay

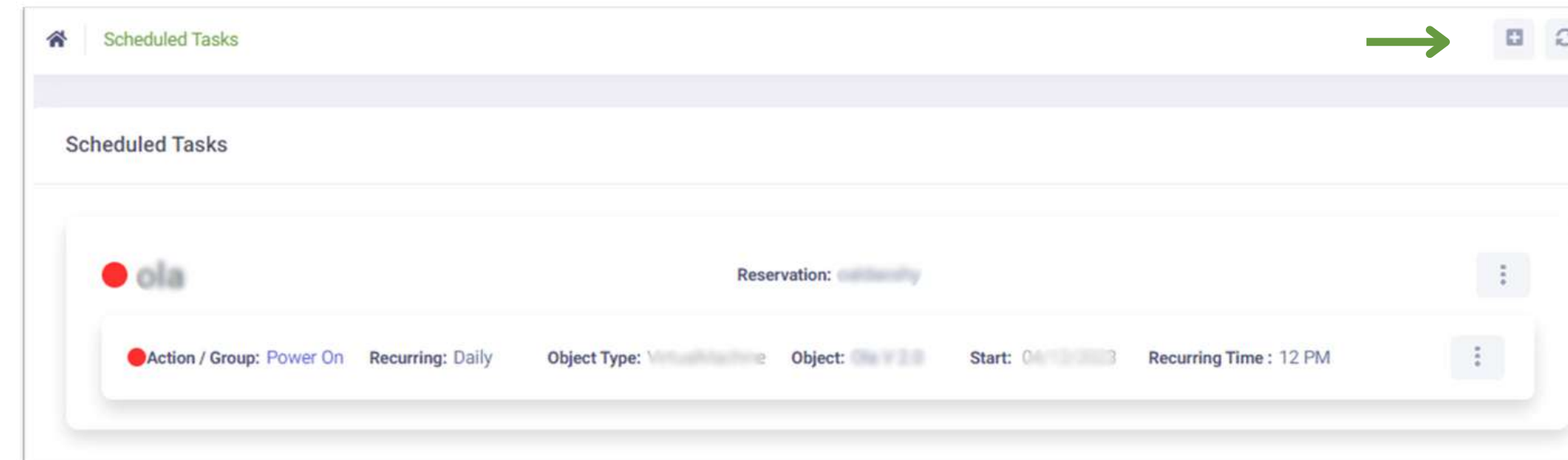
3-Organization

h. Scheduled Tasks:

in this tab, you can **Schedule Tasks** and create sets of actions to be employed as scheduled tasks.

i.Tasks : From the Tasks tab, you can manage and configure scheduled tasks, including Viewing, Adding, Editing, Disabling, Deleting, and Viewing Task Logs, as well as Specifying Task Actions and their Execution Schedules.


1. Create a new task: click on the “+” sign at the **top-right** corner



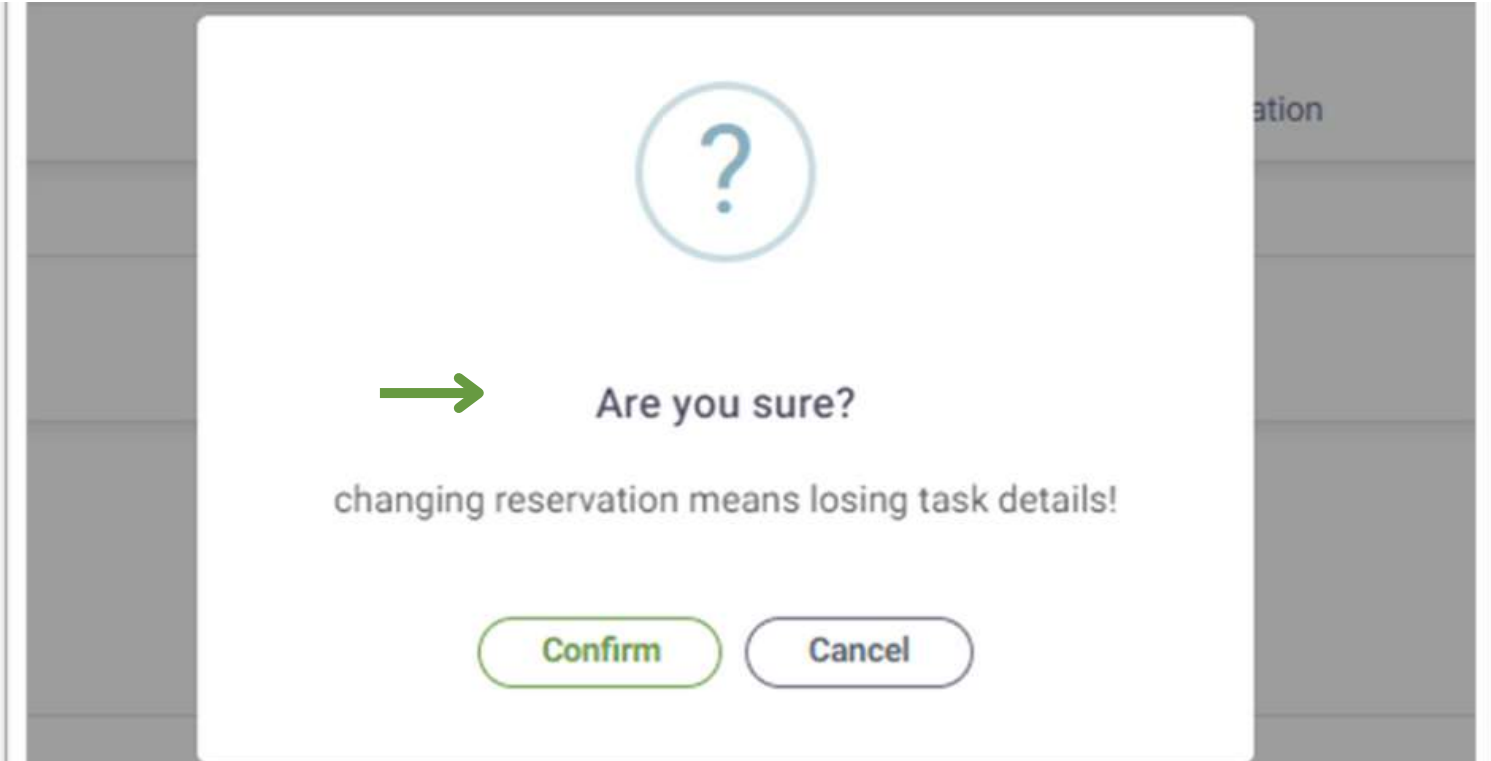
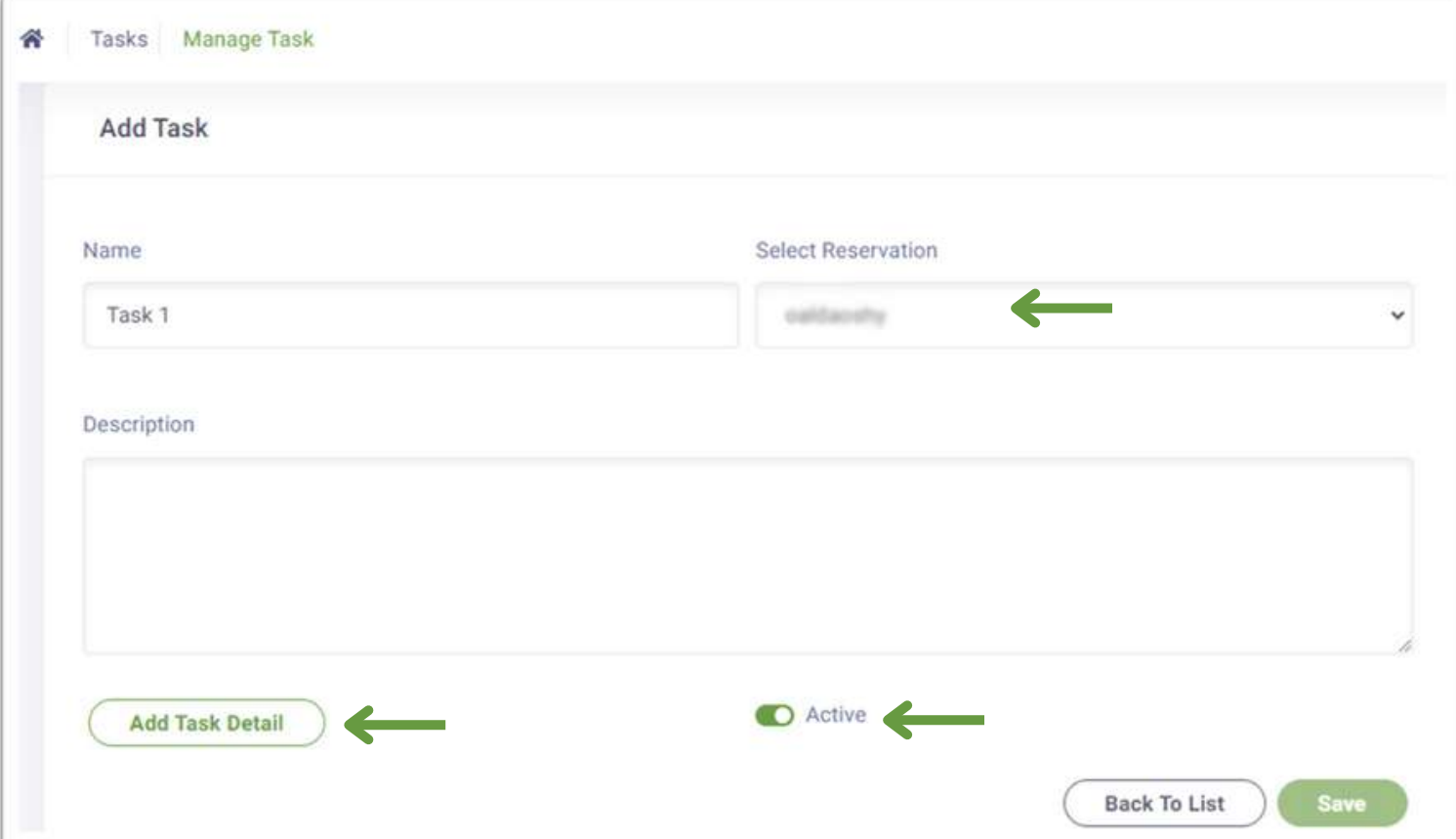
3-Organization

h. Scheduled Tasks:

i.Tasks:

1.Create a new Task: Select a **Reservation** for your task, then enter a **Name** and a **Description**. You can also decide to either **Activate** or **Deactivate** the task by clicking  on the sign next to **Active**, then click on “**Add Task Detail**”.

Please note that changing the reservation after task setup will reset task details



3-Organization

h. Scheduled Tasks:

i. Tasks:

- 1. After clicking on “**Add Task Details**”, you will be able to :
 - a. **Choose the Object** that the task will be applied on, like **Virtual Machines**, **NAT**, and **Policy Rule** and then choose one of its corresponding objects.

Task Detail

Object Type

VirtualMachine

VirtualMachine

NAT

Policy Rule

Object

Ola V 2.0

Action

Snapshot

Task Detail

Object Type

NAT

Object

oaldaoohy-nat1111

111

One Action

Group of actions

Action

Disable

3-Organization

h. Scheduled Tasks:

i. Tasks:

1. After clicking on **“Add Task Details”**, you will be able to :

b. **Choose the Action** you want to perform, like **taking a Snapshot, Power on/off Enable/Disable, Allow,Drop or Reject.**

Note that in case you choose to take a Snapshot, you will be asked to set a number for how many Snapshots you want to be taken.

Task Detail

Object Type

VirtualMachine

Object

Ola V 2.0

☒ One Action ☐ Group of actions

Action

Snapshot

Snapshot

Power On

Power Off

10

Object Type

VirtualMachine

Object

Ola V 2.0

☒ One Action ☐ Group of actions

Action

Snapshot

Max Count *

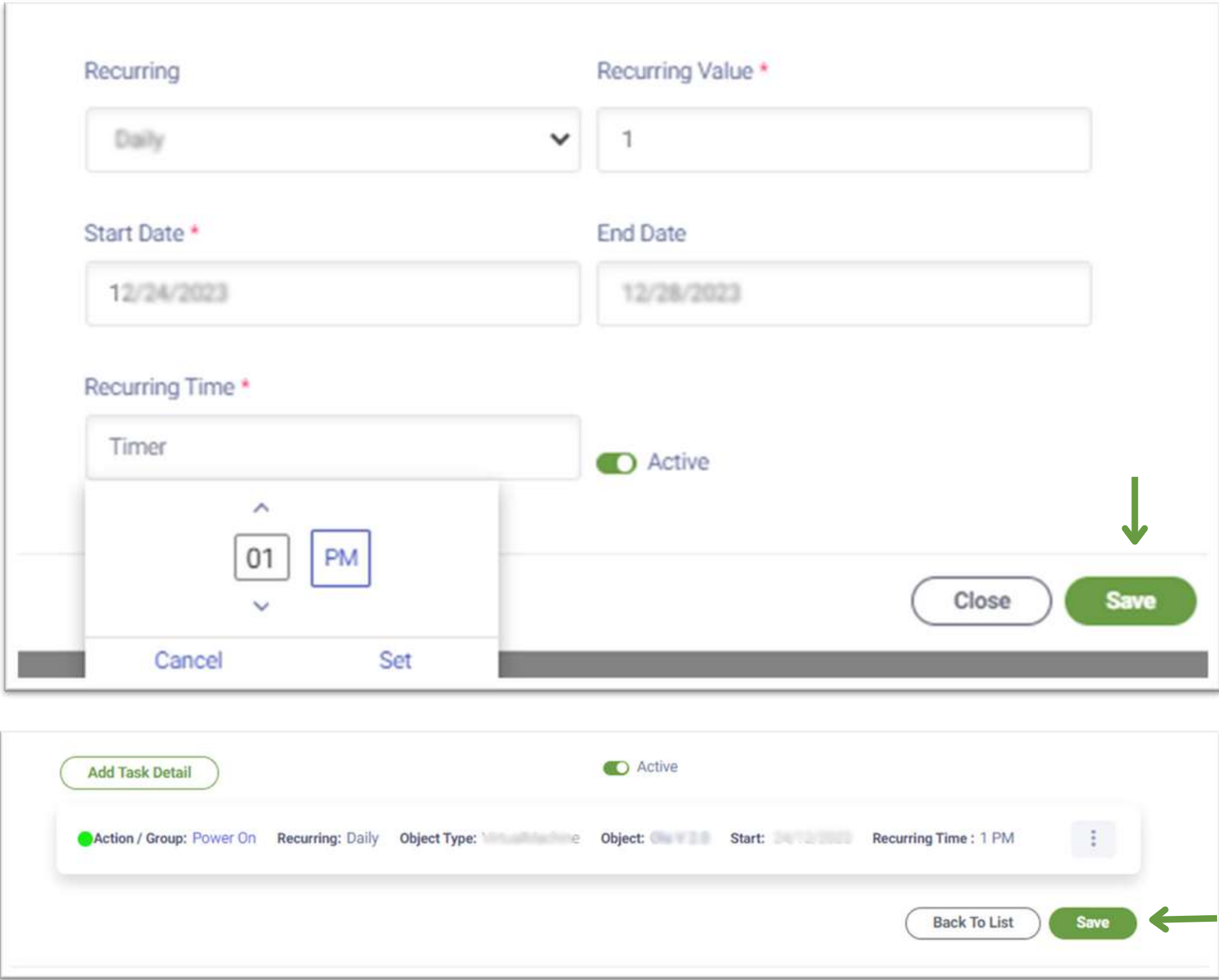
10

3-Organization

h. Scheduled Tasks:

i. Tasks:

1. Once you've selected the Objects and Actions, you can proceed to configure additional Task details, including **Recurrence** frequency (Daily, Weekly, Monthly, Annually), the number of times the action will be executed (**Recurring Value**), **Start and End Dates**, Recurring Time, and **task Activation** Status, you can then go ahead and click on **“Save”**.



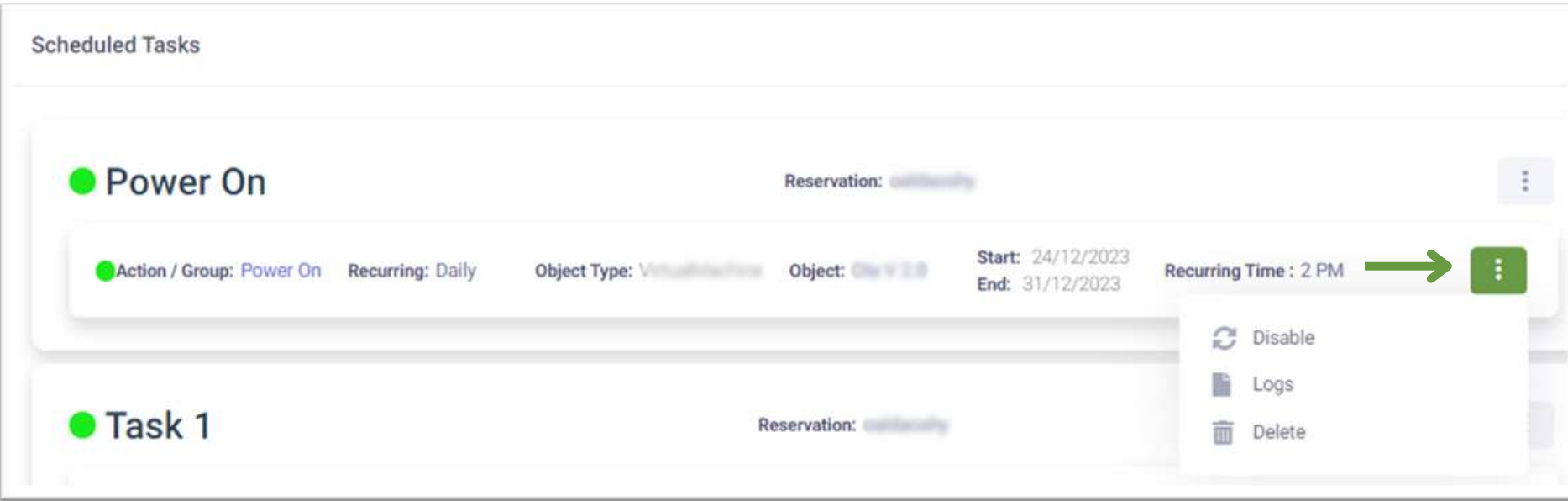
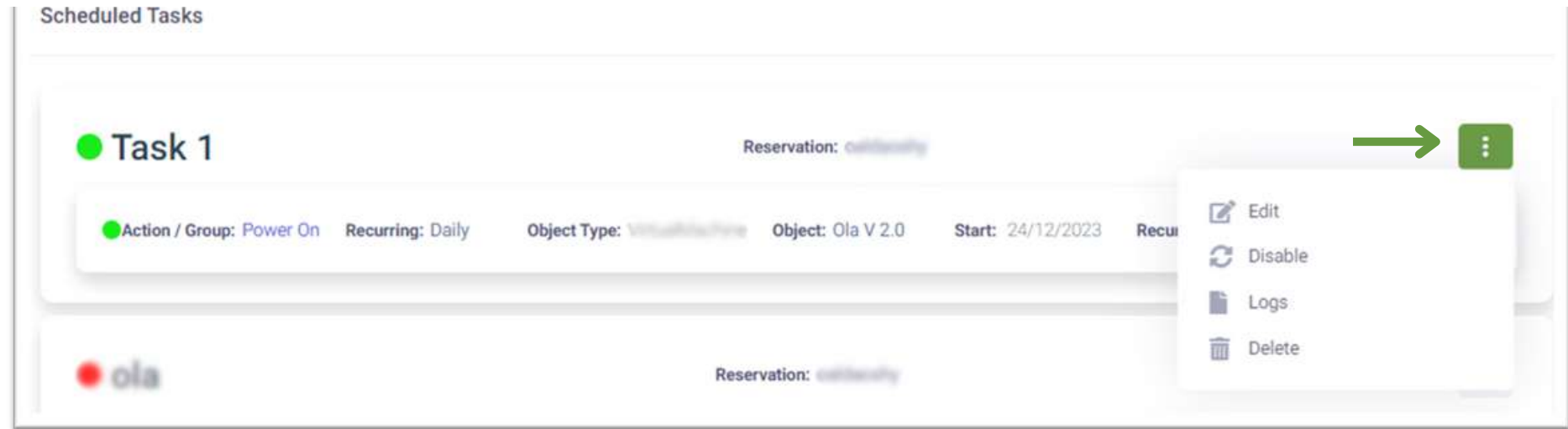
The screenshot displays the 'Recurring' task configuration interface. At the top, there are two main sections: 'Recurring' and 'Recurring Value *'. The 'Recurring' section has a dropdown menu set to 'Daily'. The 'Recurring Value *' section has a text input field containing '1'. Below these are 'Start Date *' and 'End Date' fields, both containing dates from 2023. The 'Recurring Time *' section has a 'Timer' dropdown and an 'Active' toggle switch that is turned on. A modal window is open for selecting the time, showing '01' and 'PM'. At the bottom right, there are 'Close' and 'Save' buttons. A green arrow points to the 'Save' button. Below the main form, there is a summary bar with 'Add Task Detail' and 'Active' toggle. The summary bar shows details: Action / Group: Power On, Recurring: Daily, Object Type: VirtualMachine, Object: VM1, Start: 12/24/2023, Recurring Time: 1 PM. At the bottom right of the summary bar, there are 'Back To List' and 'Save' buttons. A green arrow points to the 'Save' button.

3-Organization

h. Scheduled Tasks:

i. Tasks:

2. To **Edit** a task, go to the main tab and click on the sign, you will see the options to **Edit, Enable/Disable, View logs or Delete this task**. You do this to the entire task or just a single action.




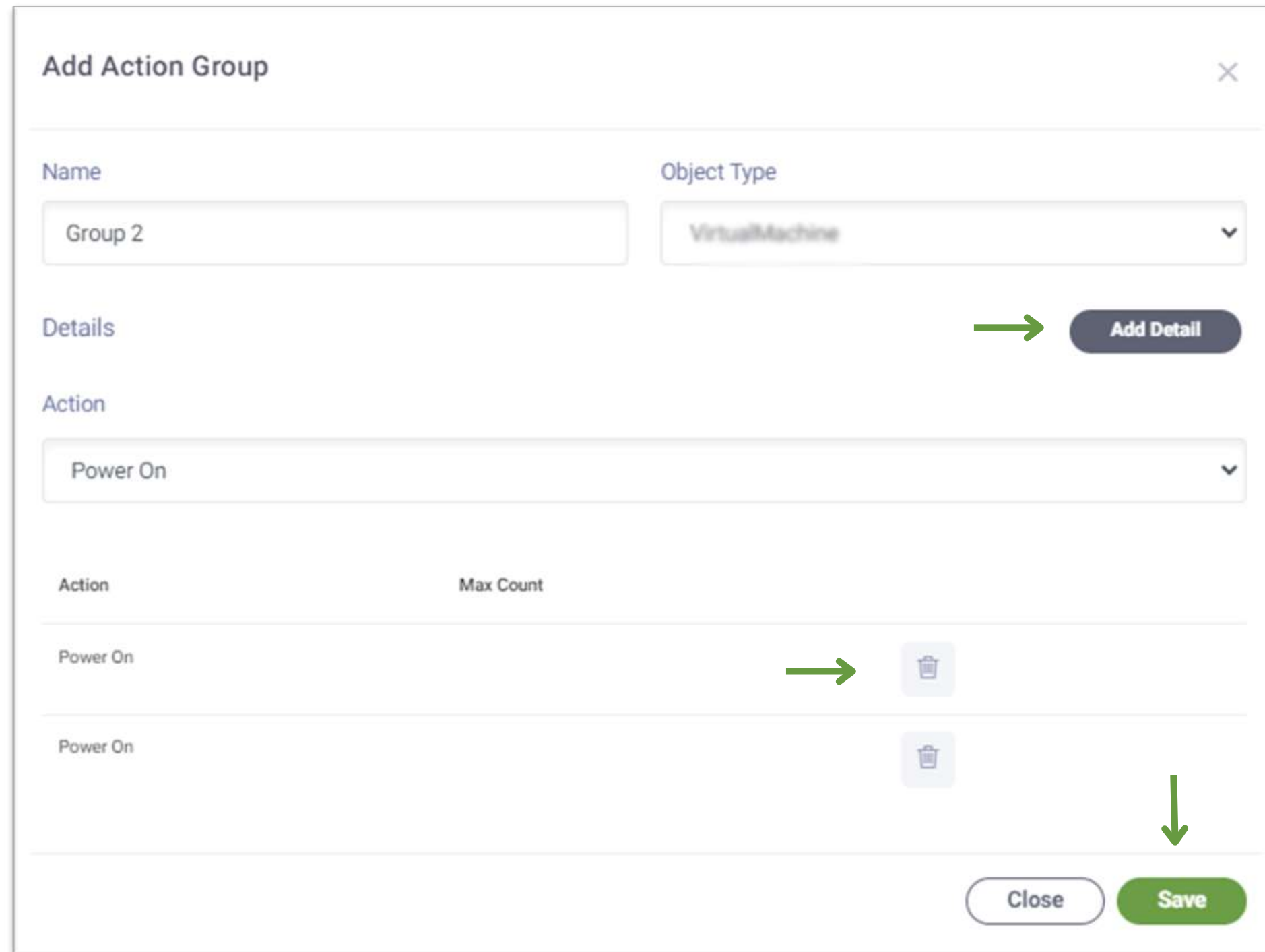
3-Organization

h. Scheduled Tasks:

ii. Schedule Groups:

In this tab, you can create a collection of actions grouped under one category, which can later be utilized as a single task.

1. To **Create a Group Task**, click on the “+” sign at the top-right corner, then set up the **Name**, **Object Type** and **Action**, then click on “Add Detail”. You can Add as many actions as you want **under the same Object**, if you want to discard an action just click on the  sign next to it, after you’re done click on **“Save”**.



Add Action Group

Name: Group 2

Object Type: VirtualMachine

Details

Action: Power On


Action	Max Count
Power On	
Power On	

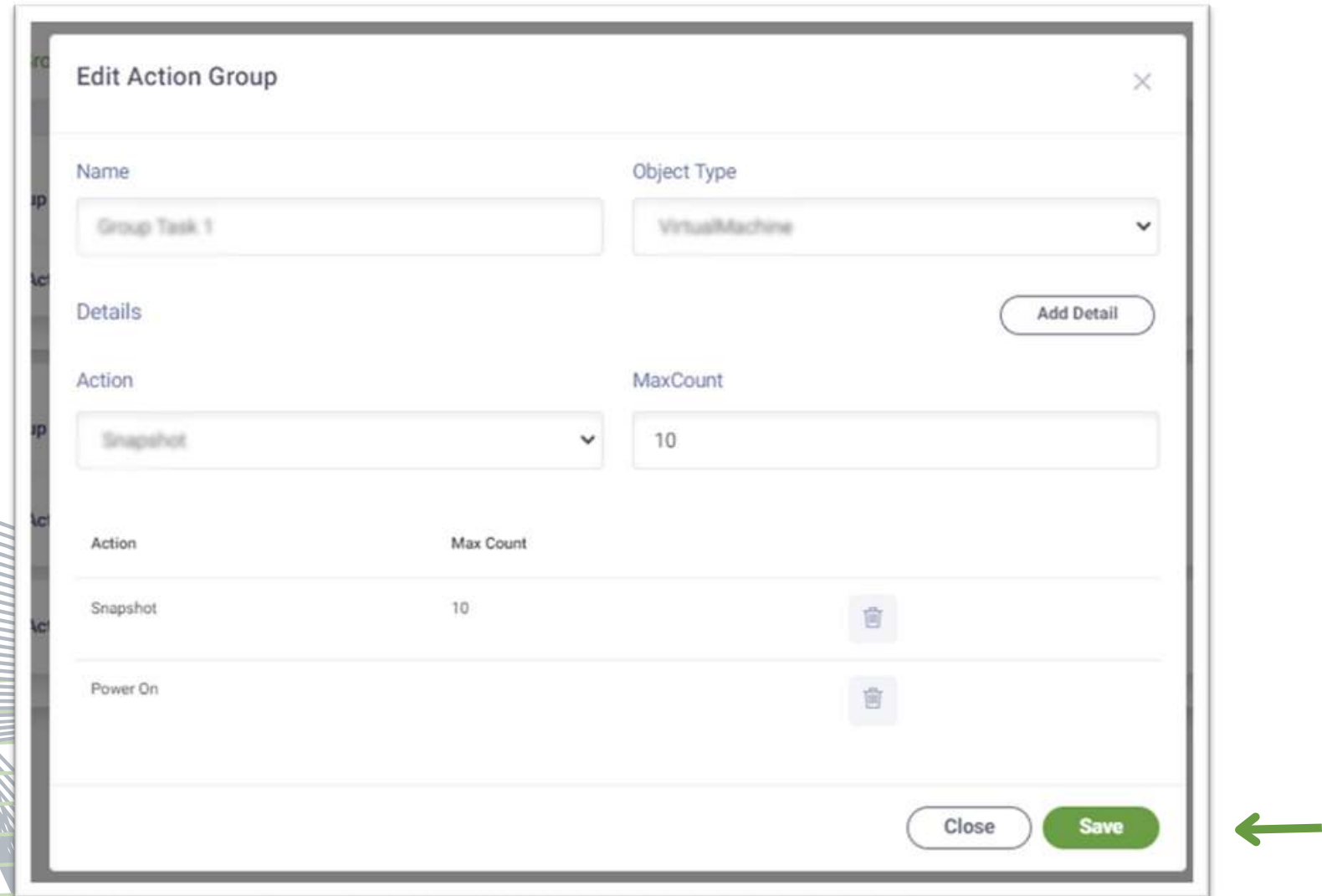
Close Save

3-Organization

h. Scheduled Tasks:

ii. Schedule Groups:

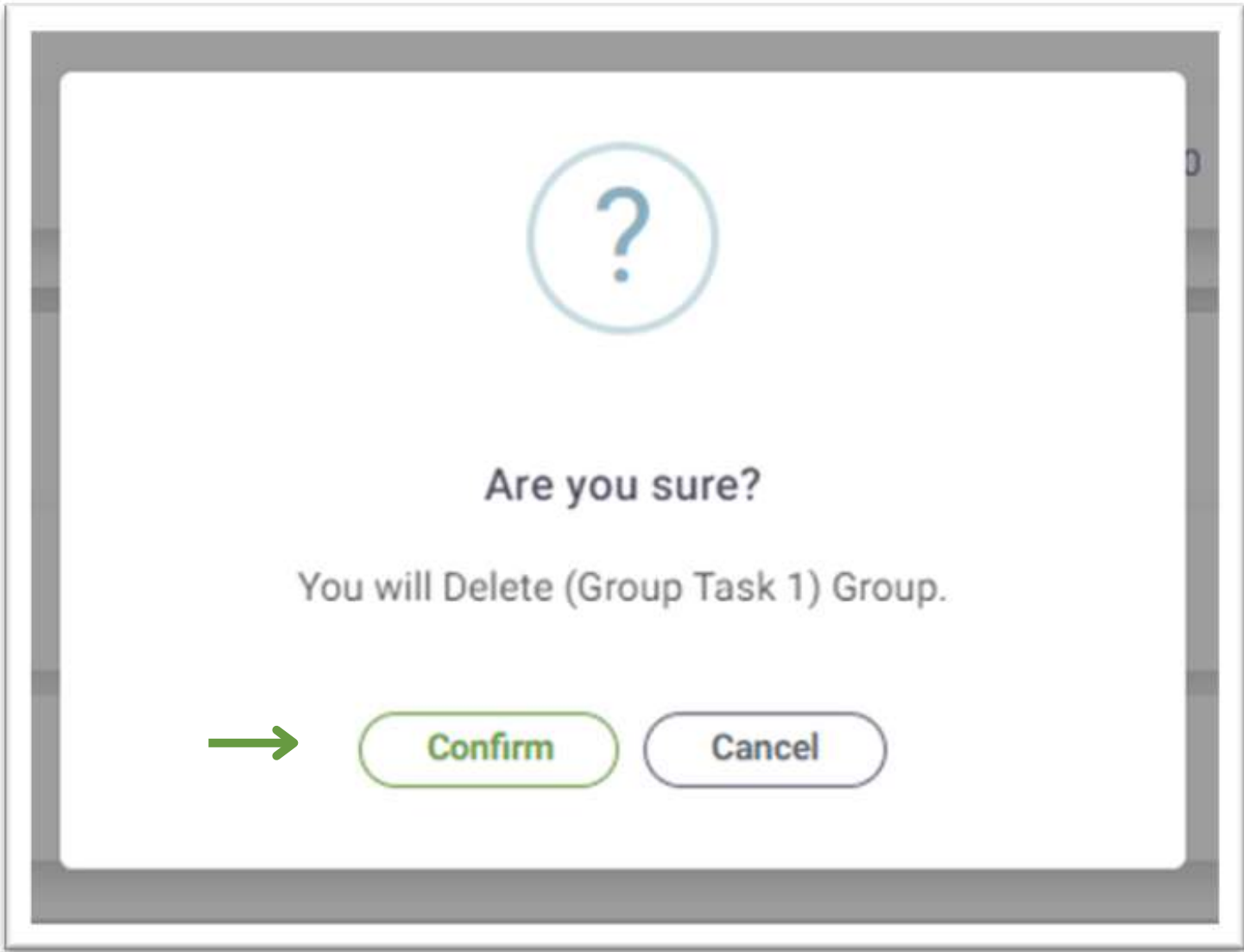
2. To **Edit** or **Delete** a Group Task, click on the  sign then click on **“Edit”** or **“Delete”**, then click on **“Save”** or **“Confirm”**.



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Thank You

Looking forward to a fruitful cooperation with you.

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