

# Module 5: File Management and FTP

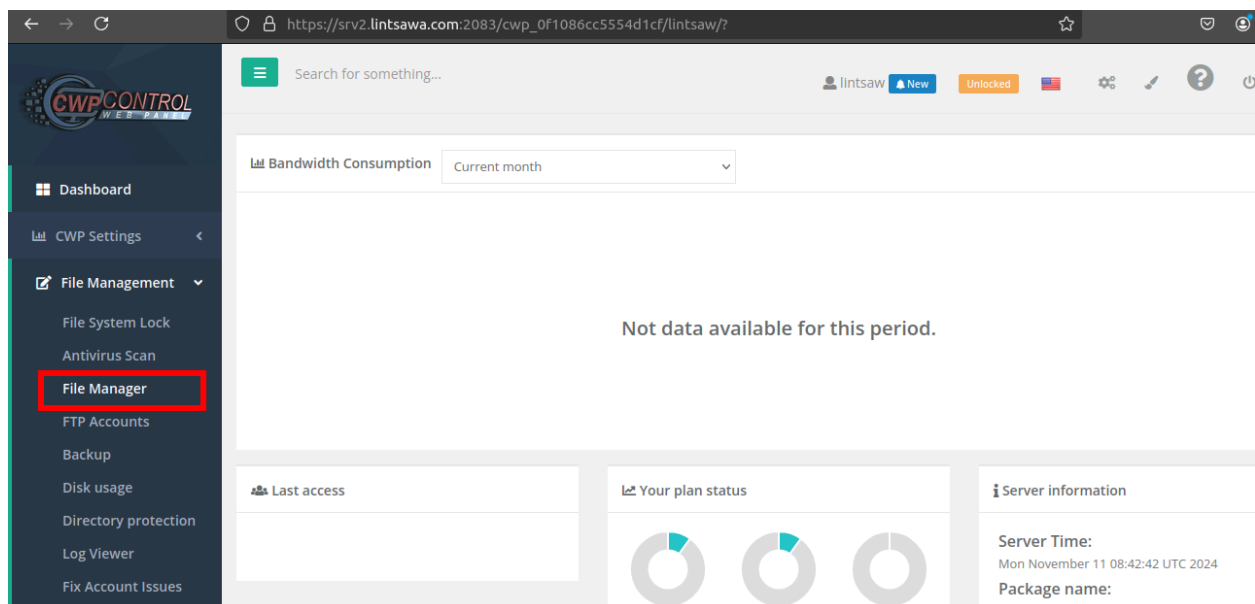
This module explains how to manage files on the server using CWP's file management tools and FTP.

## 1. Overview of the File Management Interface

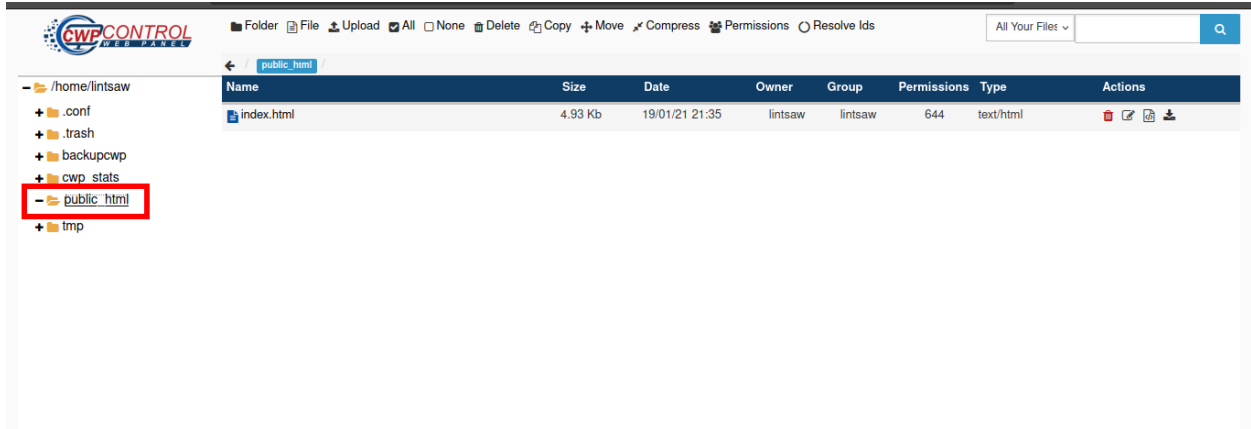
CWP provides a built-in File Manager in both the Admin and User Panels, allowing for easy file management directly within the web interface.

### File Manager Interface:

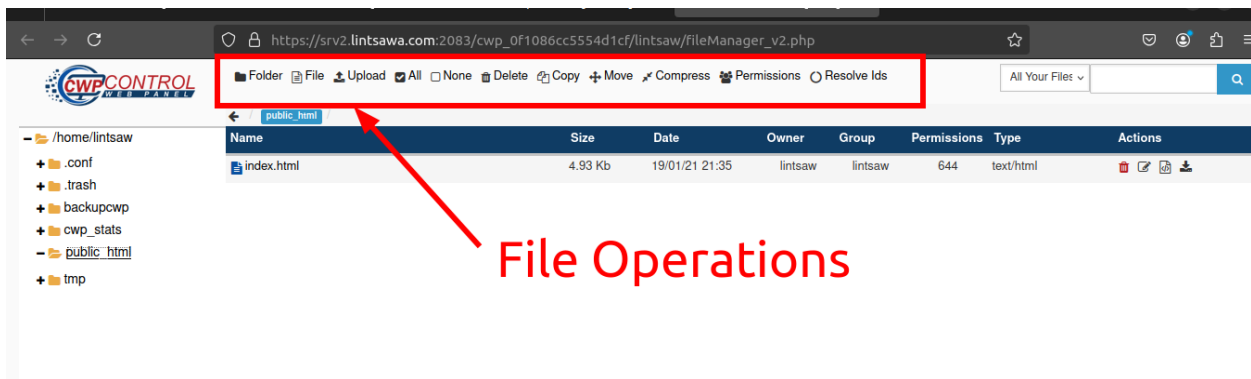
- **Location:** In the **User Panel**, access the File Manager under **File Management > File Manager**.



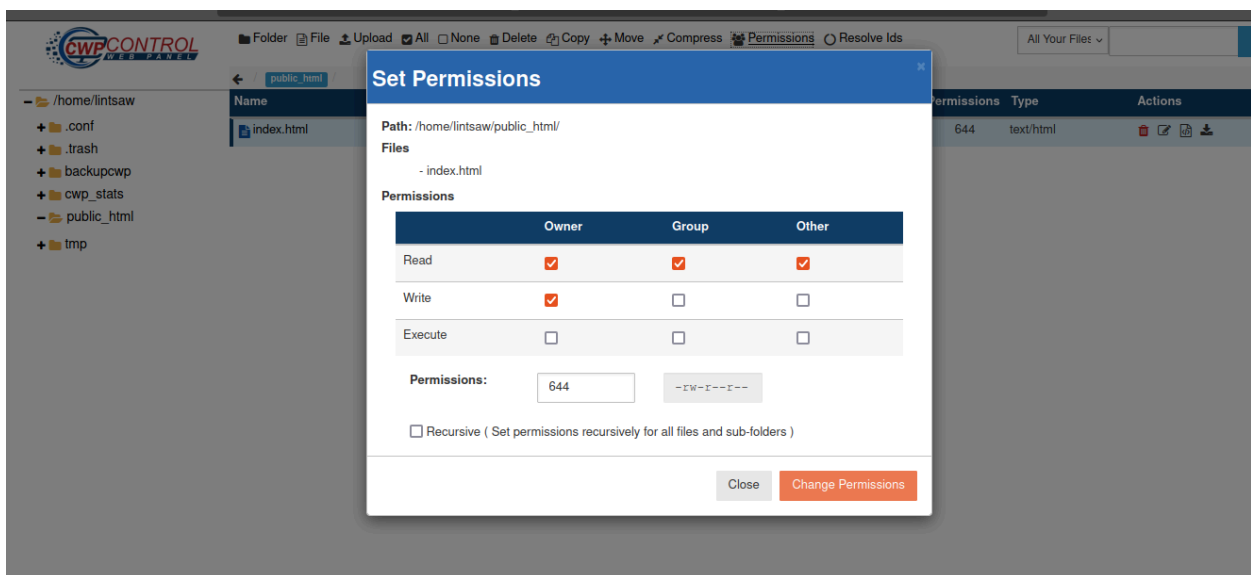
- **Interface Features:**
  - **File/Folder Navigation:** Browse through directories such as **/home/username/public\_html** where website files are stored.



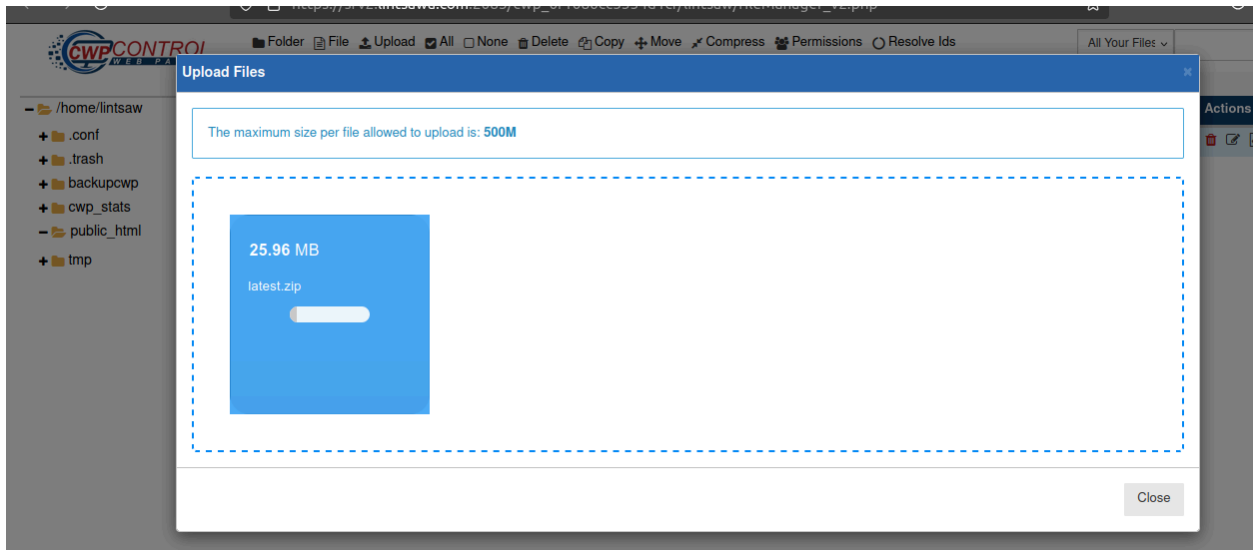
- **File Operations:** Create, delete, rename, move, copy, and edit files and folders.



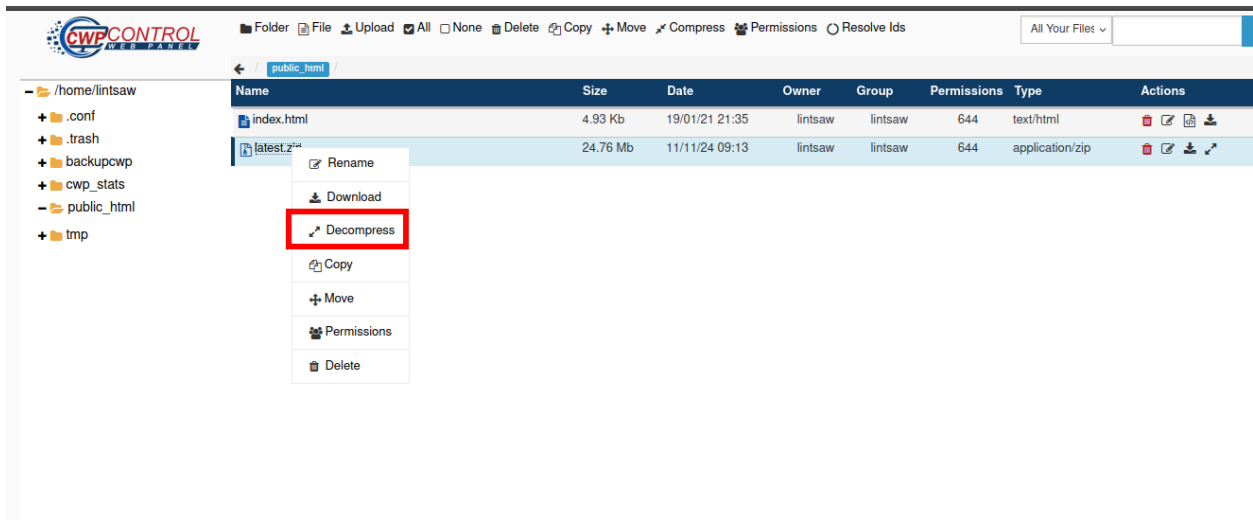
- **Permissions:** View and modify file and directory permissions.



- **File Upload:** Upload files from your local machine to the server.



- **ZIP/Unzip:** Compress and extract files for easier management and backup.



## 2. Setting Up FTP Accounts and Permissions

FTP (File Transfer Protocol) allows users to transfer files to and from the server. In CWP, you can create FTP accounts for each user or for specific directories.

## Steps to Set Up FTP Accounts:

### 1. Log in to the CWP User Panel:

- Access the User Panel for the specific hosting account.

### 2. Navigate to FTP Account Settings:

- Go to **FTP > FTP Accounts**.

### 3. Create a New FTP Account:

- **Username:** Choose an FTP username (e.g., `test1`).
- **Password:** Set a secure password for the account.
- **Directory:** Specify the directory that the FTP account will have access to (e.g., `/home/username/public_html` for web files).
- **Permissions:** Assign permissions based on the account's purpose:
  - **Read:** The account can view files and directories.
  - **Write:** The account can modify, delete, or upload files.
- **Finalize Account Creation:** Click **Create** to add the FTP account.

FTP Accounts (lintsaw)  
Home / FTP Accounts

Add new FTP Account Save Cancel

**Login:**

**Directory:**

**Password:**   Encrypted ▾  
Strong

**Password (Again):**

Save Cancel

### 4. FTP Account Management:

- List, modify, or delete existing FTP accounts under **FTP > FTP Accounts**.

FTP Accounts (lintsaw)

Home / FTP Accounts

FTP 1 / 10  
Available / Contracted 10%

List of FTP Accounts [+ Create FTP Account](#)

Show 10 entries Search:

#	Domain (host)	User (username)	Path	Action
<a href="#">i</a>	lintsawa.com	lintsaw	/home/lintsaw/	default
<a href="#">i</a>	lintsawa.com	test1@lintsawa.com	/home/lintsaw/public_html/	<a href="#">🔍</a> <a href="#">🗑️</a>

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

Manual Settings

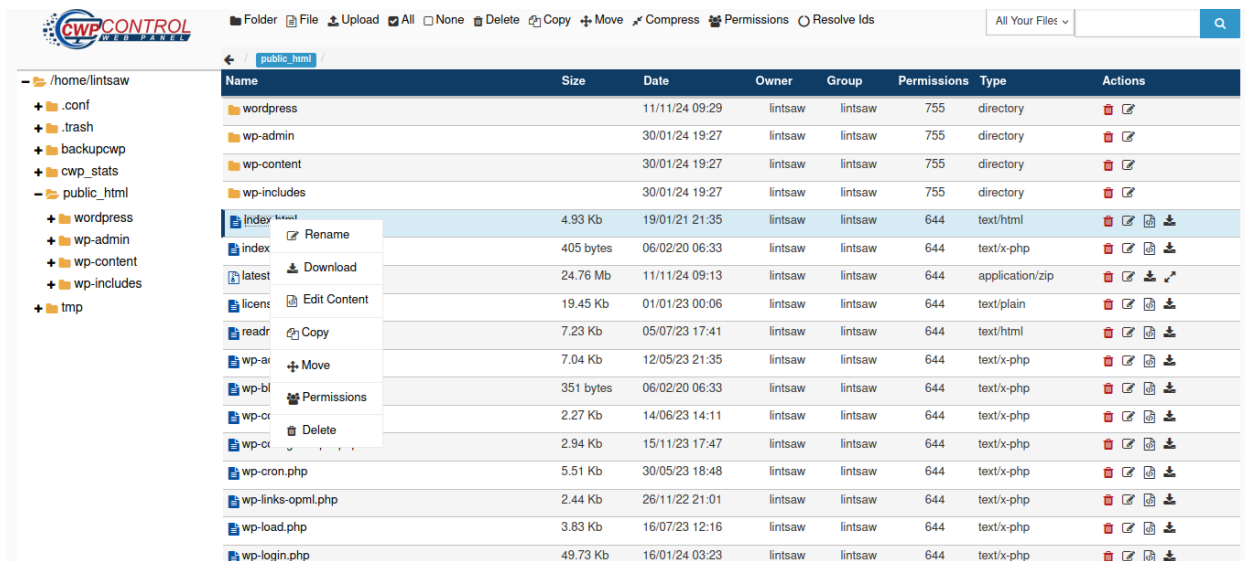
Click on the Icon [i](#) to show configuration and generate autoconfiguration files

### 3. Managing Files via File Manager and FTP

Once FTP accounts are set up, files can be managed using either the File Manager in CWP or an FTP client.

#### Using the File Manager in CWP:

- **File Upload:** To upload a file:
  - Go to **File Management > File Manager**.
  - Navigate to the desired directory (e.g., **public\_html** for website files).
  - Click the **Upload** button and select the file(s) to upload.
- **Organizing Files:**
  - Create new folders, move files between directories, and rename files for better organization.
- **Editing Files:**
  - Right-click on a file and choose **Edit** to make direct changes to file content, such as HTML or configuration files.



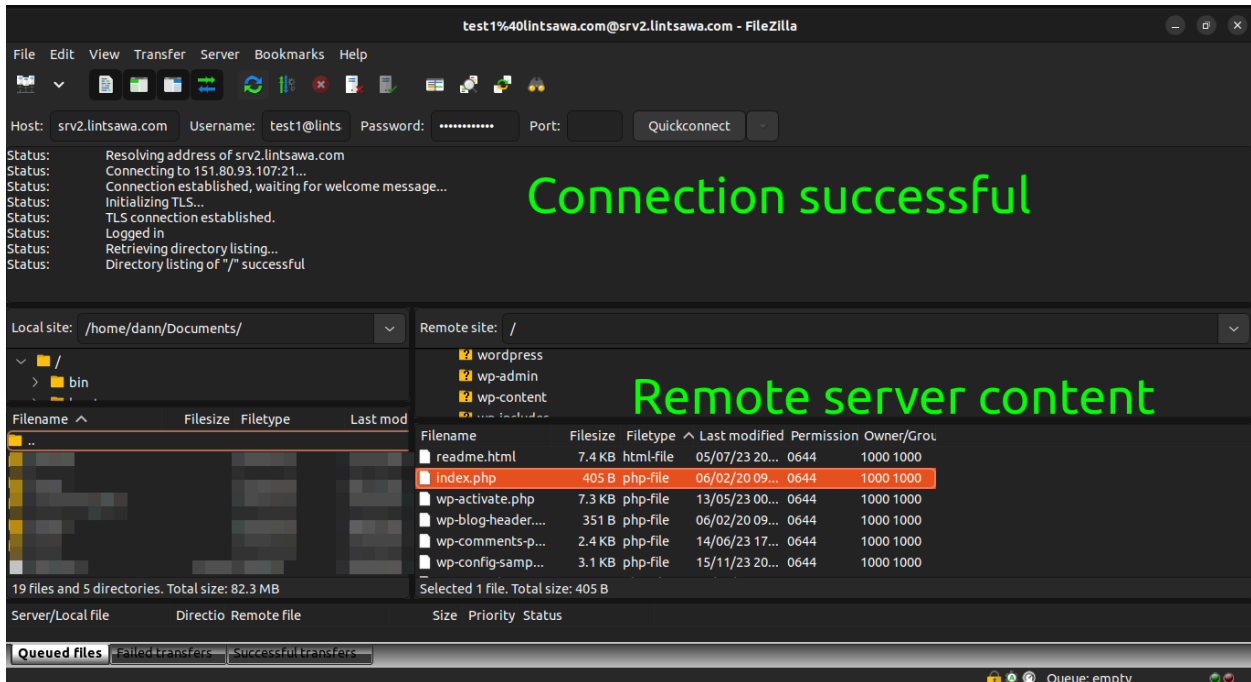
## Using an FTP Client for File Management:

### 1. Download and Install an FTP Client:

- Popular FTP clients include **FileZilla**, **WinSCP**, and **Cyberduck**.

### 2. Configure the FTP Client:

- Open your FTP client and create a new site profile with the following settings:
  - **Host:** Enter the server IP address or hostname
  - **Username and Password:** Use the FTP account credentials created in CWP.
  - **Port:** Typically, use port **21** for FTP.



### 3. Connect to the Server:

- Once configured, connect to the server. You will see the server directories in the FTP client's interface.

### 4. Upload and Organize Files:

- **Uploading Files:** Drag and drop files from your local machine to the desired directory (e.g., `public_html`).
- **Organizing Files:** Create new folders, rename, or move files and folders as needed.

### 5. Managing File Permissions:

- Right-click on a file or folder and select **Permissions** to set the correct read, write, and execute permissions.

## 4. Uploading and Organizing Website Files

Properly organizing website files ensures that your site functions efficiently and is easy to maintain.

### Website File Structure:

- **public\_html:** This is the default directory for website files. All publicly accessible files, such as HTML, CSS, JavaScript, and images, should

be placed here. This applies for main sites. For sub-domains check the appropriate root directory with same name as the domain name.

- **cgi-bin**: This directory is used for running CGI scripts.
- **Logs**: Keep log files in a separate directory (not in **public\_html**) for easier debugging and security.

### **Best Practices for Organizing Website Files:**

- **Use Separate Folders**: Create folders within **public\_html** for different content types (e.g., **/images** for images, **/css** for CSS files, **/js** for JavaScript files).
- **Naming Conventions**: Use descriptive file and folder names for easy identification and maintenance.
- **Backup Important Files**: Regularly backup critical files (e.g., configuration files, scripts, and content) for recovery in case of data loss.