



 **AutoDNS**

Quick Guide

.CO Domain Backordering

Version 1.0 **October 2011**

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.CO Domain Backordering

Since August 2011, a backorder process is available that allows to register .CO domains that are entering the "Pending Delete" phase. The .CO registry launches a 15-day "Redemption Period" in case of deletion of a domain. Then, the status of the domain changes to a 5-day "pending delete" phase.

The .CO domains that are pending deletion ("Redemption Period") and .CO domains disposable for backordering are displayed 15 days prior to their deletion in the overview of the .CO backorders.

Domains that are not restored by the current registrar, may be ordered after the redemption period from any authorized registrar. Following a first-come-first-served basis, the first registrar who submits the backorder will receive the domain.

If the registration was successful, the domain will be assigned to you after the 5-day "pending delete" phase.

If the domain was not supposed to be deleted but to be restored, you will be notified in case you have provided a backorder for the domain.

1 AutoDNS 3.0 Domain Backordering

With domain backordering you can sent a registration request for domains which are to be deleted by the old registrar. Currently (October 2011) this is only available for .CO domains.

The following functions are available for domain backordering

- Specifying domain contacts and nameservers for your backorder requests:
menu group **User Management**, menu item **User Settings** item **Backorder Settings**.
- Displaying an overview of the existing backorder requests:
menu group **Domain Backorders**, menu item **Backorder Management**.
- Creating .a CSV file of the existing backorder requests:
menu group **Domain Backorders**, menu item **Backorder Management**,
pull-down-menu **Tools** in the toolbar, menu item **Inventory List**, menu item **Backorder Domains as .CSV File**.
- Displaying an overview of the .CO-Domains, that are available for backordering:
menu group **Domain Backorders**, menu item **.CO Backorder-Domains**.
- Creating a .CSV file of .CO-Domains, that are available for backordering:
menu group **Domain Backorders**, menu item **.CO Backorder-Domains**,
pull-down menu **Tools** in the toolbar, menu item **Inventory List**, menu item **Backorder-Domains as .CSV File**.
- Creating .CO backorder requests:
menu group **Domain Backorders**, menu item **.CO Backorder-Domains**, button.

NOTE

Please note that you have to enter domain contacts and nameservers into the **Backorder Settings** form before creating backorder requests. The **Backorder Settings** are in the menu group **User Management**, menu entry **User Settings**, section **Backorder Settings**.

NOTE

Please be aware that backorder requests are binding and associated with costs. For price details please download the current price list in the **Customer Center**.

2 Backorder Settings

In the area **Edit Backorder Settings** you can enter the domain contacts and the nameservers you want to use for your backorder requests. To carry out backorder requests all domain contacts and at least one nameserver have to be specified.

NOTE :

Please be aware that all used domain contacts need .CO TLD references. If TLD references are missing an error message is displayed. Below, the creation of TLD references is described.

Specifying Domain Contacts and Nameservers for .CO Backordering

1. Log in as the user whose backorder settings you want to edit.
2. Click **User Configuration** in the menu group **User Management**.
3. Click **Backorder Settings** in the main area.

The form **Edit Backorder Settings** opens.

Enter the domain contact IDs for OwnerC, AdminC, TechC and ZoneC.

You can:

- enter the domain contact id into the form field,
- click the **Search Contact** button to search for domain contacts,
- click the **Create Contact** button to create new domain contacts,

Enter at least one nameserver.

You also can specify to which degree the entries are automatically taken over by the subuser forms.

You can choose:

- "Optional": the subusers see an empty entry field.
- "Recurse": the defaults are taken over by the subuser. The subuser can edit them.
- "Fix": the defaults are taken over by the subuser. The subuser cannot edit them.

Click **Save** to submit the settings

Creating TLD References

? TLD References

TLD		Registry	References
<input type="checkbox"/> ru	=>	biz	PSIU-9910825
<input type="checkbox"/> sc		com	9910825LULU-
<input type="checkbox"/> se	<=	de	DENIC-104-9910825
<input type="checkbox"/> si		eu	c1652583, c1651596
<input checked="" type="checkbox"/> tel		info	PSIU-9910825
<input type="checkbox"/> tk		net	9910825LULU-
<input type="checkbox"/> to		org	PSIUT-9910825
<input checked="" type="checkbox"/> travel			
<input type="checkbox"/> tv			
<input type="checkbox"/> tw			
<input type="checkbox"/> us			
<input type="checkbox"/> vc			
<input type="checkbox"/> ws			

1. Click **Contact Management** in the menu group **Domains & Contacts**.
2. Select the contact you want to edit in the overview.
3. Click **Edit** in the toolbar.
The form **Edit Contact** opens.
4. Click the TLD References tab.
5. Select the TLD you want to create a TLD reference for in the list **TLD**.
6. Click the top arrow to move the selected items to the area on the right. Use the bottom arrow to remove selected TLDs from the selection.
7. Click **Submit** to create the TLD references for the selected TLDs.

3 .CO Backordering

Overview of the Available .CO Backorder Domains

1. Click **.CO Backorders Domains** in the menu group **Domain Backorders**. The domains that are available for domain backordering are listed in the .CO Backorder Domains overview.

Domain Name	Available	Scheduled Drop
backorder-201110-1088.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1089.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1090.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1091.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1092.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1093.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1094.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1095.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1096.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1097.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1098.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1099.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1100.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1101.co	25.10.2011 19:00:00	04.11.2011 19:00:00
backorder-201110-1104.co	25.10.2011 19:00:00	04.11.2011 19:00:00



The following details are displayed:

- Domain Name: the domain that can be backordered
- Available: date of cancelation and availability of the domain
- Scheduled Drop: Date on which the domain is deleted if its not re-registered by backordering. If you have registered the domain, it will appear in the list of your backorder domains at this moment.

The following tasks can be started in the *Tools* menu:

- Create .CSV inventory list

Search .CO backorder domains in the overview:

1. By default all available backorder domains are displayed. To display backorder domains starting from a specified date, select the date in the list next to the search field.
2. Enter the search string into the **Search** field. To search parts of words use "*" as wildcard.
3. Click  to display the search results.
4. Click  to display all entries again.

Creating .CO Backorder Requests

NOTE

Please note that you have to enter domain contacts and nameservers into the **Backorder Settings** form before creating backorder requests. The **Backorder Settings** are in the menu group **User Management**, menu entry **User Settings**, section **Backorder Settings**.

1. Click **.CO Backorders** in the menu group **Domain Backorders**.
2. Select the domain you want to backorder in the overview **.CO Backorder Domains**. Press **Ctrl** for multi select.
3. Click the button **Backorder** in the toolbar.

The form **Backorder Domains** opens.

4. Click **Submit** to start the request.

When you have ordered the domain it will no longer be displayed in the **.CO Backorders** overview, because only one request for a domain is accepted (First-come-first-served).

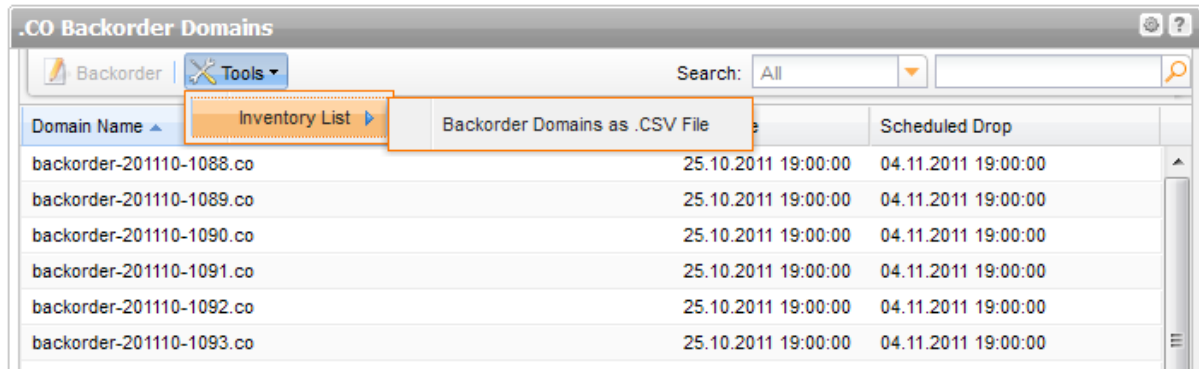
NOTE

Please be aware that backorder requests are binding and associated with costs. For price details please download the current price list in the **Customer Center**.

Creating a .CSV file of the .CO-Backorder Domains

You can open and edit the .CSV inventory list in a spreadsheet application, e.g. Excel.

1. Click **.CO Backorders** in the menu group **Domain Backorders**.
2. Click **Tools** in the toolbar and then **Inventory List**.



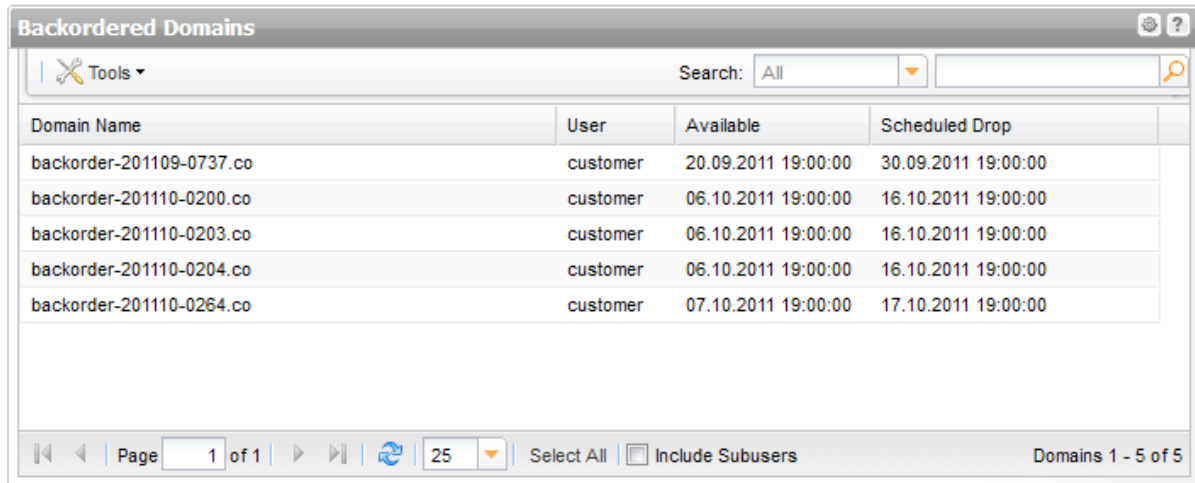
3. Click **Backorder Domains as .CSV**,
4. When the list has been created, a dialog is displayed. Select if you want to open the list or to save it.

4 Backorder Management

In the **Backorder Domains** overview all domains are listed you have started a backorder request for.

Backorder requests overview

1. Click **Backorder Management** in the **Domain Backorders** menu group to see all your backordered domains.



The screenshot shows a window titled "Backordered Domains" with a search bar and a table of domain backorders. The table has four columns: Domain Name, User, Available, and Scheduled Drop. The data is as follows:

Domain Name	User	Available	Scheduled Drop
backorder-201109-0737.co	customer	20.09.2011 19:00:00	30.09.2011 19:00:00
backorder-201110-0200.co	customer	06.10.2011 19:00:00	16.10.2011 19:00:00
backorder-201110-0203.co	customer	06.10.2011 19:00:00	16.10.2011 19:00:00
backorder-201110-0204.co	customer	06.10.2011 19:00:00	16.10.2011 19:00:00
backorder-201110-0264.co	customer	07.10.2011 19:00:00	17.10.2011 19:00:00

At the bottom of the window, there is a pagination bar showing "Page 1 of 1", a refresh button, a dropdown menu set to "25", a "Select All" checkbox, an "Include Subusers" checkbox, and the text "Domains 1 - 5 of 5".



The following details are displayed:

- Domain Name: the domain that can be backordered
- User: the user the request object belongs to
- Available: date of cancelation and availability of the domain
- Scheduled Drop: Date on which the domain is deleted if its not re-registered by backordering

The following tasks can be started in the *Tools* menu:

- Create .CSV inventory list

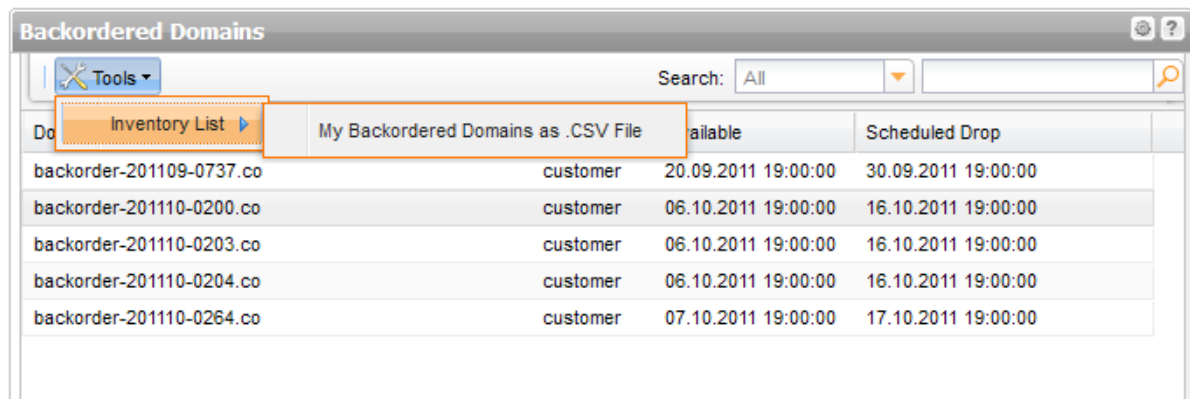
Search details:

1. By default all your backorder domains are displayed here. To display backorder domains starting from a specified date, select the date in the list next to the search field.
2. Enter the search string into the **Search** field. To search parts of words use "*" as wildcard.
3. Click  to display the search results.
4. Click  to display all entries again.

Creating a .CSV Inventory List of your Backorder Domains

You can open and edit the .CSV inventory list in a spreadsheet application, e.g. Excel.

1. Click **Backorder Management** in the menu group **Domain Backorder**.
2. Click **Tools** in the toolbar and then **Inventory List**.



3. Click **Backorder Domains as .CSV File**
4. When the list has been created, a dialog is displayed. Select if you want to open the list or to save it.