

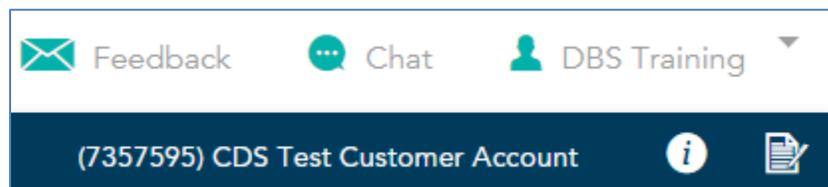


Searching and viewing the portfolio

This document is intended to provide step-by-step instructions for CSCDomainManager general navigation. In particular, searching, viewing, and adjusting the settings of your portfolio view in CSCDomainManager.

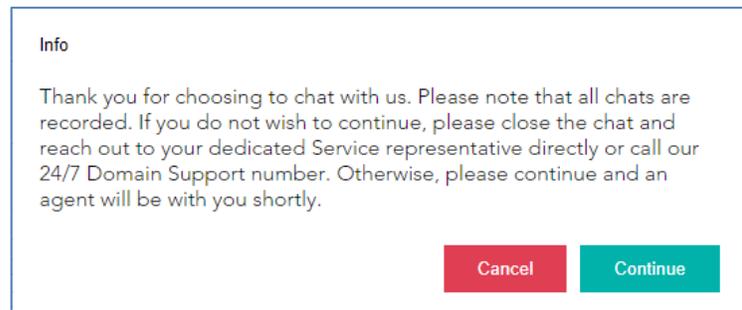
1. Home Page Information and Live Person Support

- In the upper right of your screen, you will always see:
 - Your name
 - Account name and number
 - Feedback link
 - Chat icon



A. Chat Support

- If you require assistance, you can chat with a live person by clicking on the Chat icon in the upper-right of the screen.
- If you click on the icon, the 'Info' pop-up window will appear. Click continue to proceed to pre-chat survey.



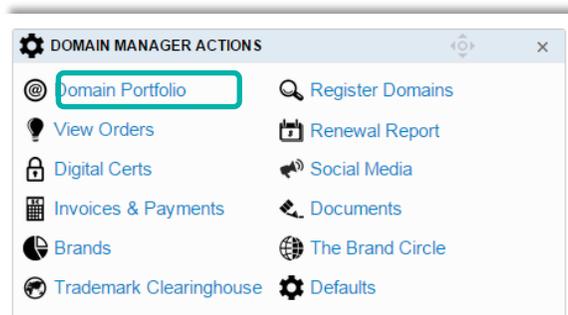
B. Menu Bar Options

- Similar to the account information and Chat support, no matter what section of CSCDomainManager you are in, the menu bar options are always displayed. We will detail each of them and their individual options.
- You may also access these actions from the home page through the applications. Please see the “CSCDomainManager Home Features” document for additional information on those applications.

2. Searching the Portfolio

A. Basic Search

- There are two ways to access the portfolio view. The easiest way is through the DOMAIN MANAGER ACTIONS Domain Portfolio.

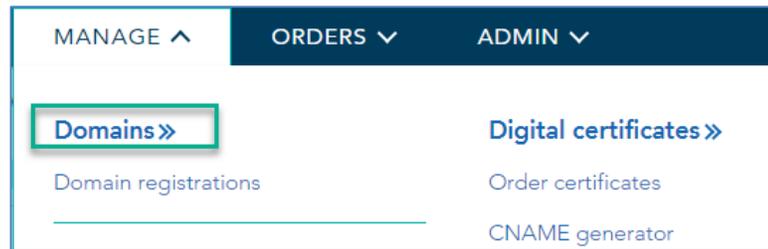




CSC Domain ManagerSM User Guide

- You may also click on MANAGE and then 'Domains' to manage domains in the portfolio or create specialized portfolio reports.

Please note: Once you've defined a few custom searches, you can use the right column hyperlinks to access any past saved searches. This is a good function for searches you know you'll perform time and again.

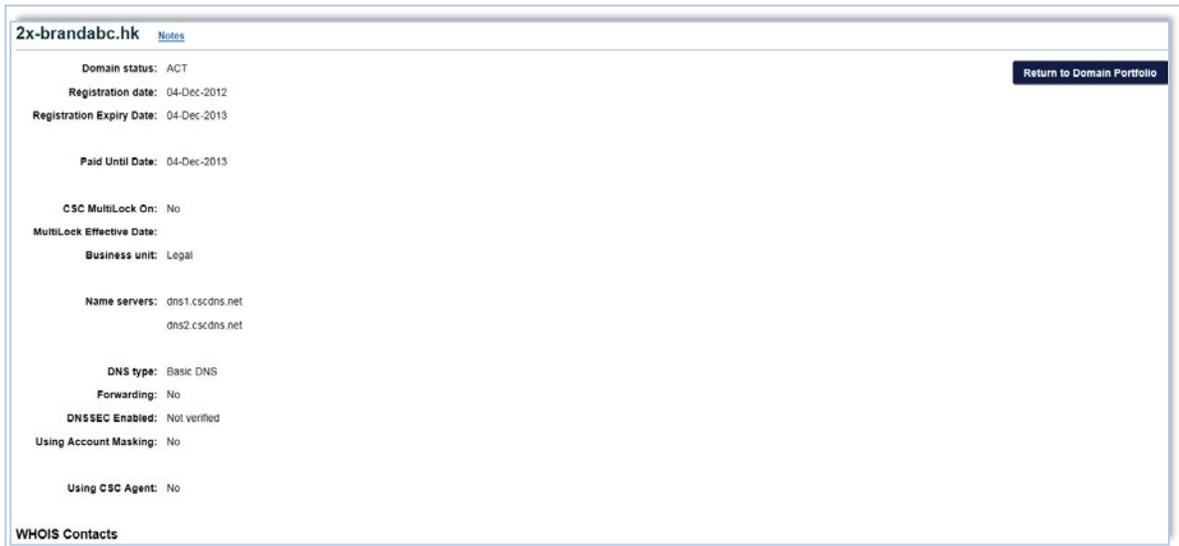


Domain Name	Brand	Extension	Whois Status (GDPR)	Country	Registration Date	Registry Expiry Date	Paid Until Date	Business Unit	States	DNS Type
901santestregjane7d.ie	Brand04520110100505	ie	Extension N/A	gTLD	02-Oct-2012	27-Jul-2017	30-Oct-2012	3001 new business uni...	Pending Lapse	Basic DNS
901santestregjane7d.ie	Brand04520110100505	com	Public	gTLD	10-Mar-2014	27-Jul-2017	29-Dec-2016	baseline business unit B	Pending Lapse	Other DNS
902santestregjane7d.com	Brand04520110100505	com	Public	gTLD	20-Aug-2012	27-Jul-2017	20-Aug-2014	3001 new business uni...	Active	Basic DNS
903santestregjane7d.com	Brand04520110100505	com	Public	gTLD	26-Aug-2012	27-Jul-2017	26-Aug-2014	baseline business unit A	Active	Premium DNS
904santestregjane7d.com	Brand04520110100505	com	Redacted	gTLD	20-Aug-2012	27-Jul-2017	20-Aug-2014	3001 new business uni...	Pending Transfer Away	Basic DNS
905santestregjane7d.com	Brand04520110100505	com	Public	gTLD	27-Aug-2012	27-Jul-2017	20-Sep-2018	3001 new business uni...	Pending Transfer Away	Basic DNS
906santestregjane7d.hu	Brand04520110100505	hu	Extension N/A	HUNGARY	01-Mar-2014	27-Jul-2017	01-Jan-2017	3001 new business uni...	Active	Basic DNS
906santestregjane7d.hu	Brand04520110100505	com	Public	gTLD	27-Aug-2012	27-Jul-2017	27-Aug-2014	3001 new business uni...	Pending Transfer Away	Basic DNS
907santestregjane7d.hu	Brand04520110100505	hu	Extension N/A	HUNGARY	01-Mar-2014	27-Jul-2017	01-Mar-2016	3001 new business uni...	Active	Basic DNS
907santestregjane7d.com	Brand04520110100505	com	Public	gTLD	27-Aug-2012	27-Jul-2017	27-Aug-2014	3001 new business uni...	Active	Basic DNS
907santestregjane7d.com	Brand04520110100505	com	Public	gTLD	28-Aug-2012	27-Jul-2017	28-Aug-2014	3001 new business uni...	Active	Basic DNS
908santestregjane7d.be	Brand04520110100505	be	Extension N/A	BELGIUM	01-Mar-2014	27-Jul-2017	20-Sep-2018	3001 new business uni...	Active	Basic DNS
908santestregjane7d.com	Brand04520110100505	com	Public	gTLD	27-Aug-2012	27-Jul-2017	27-Aug-2014	3001 new business uni...	Pending Transfer Away	Basic DNS
909santestregjane7d.com	Brand04520110100505	com	Public	gTLD	10-Mar-2014	27-Jul-2017	10-Mar-2016	3001 new business uni...	Active	Basic DNS
91santestregjane7d.dating	Brand04520110100505	dating	Extension N/A	gTLD	18-Aug-2014	27-Jul-2017	20-Sep-2018	1 BU with contacts	Active	Other DNS
91santestregjane7d.biz	Brand04520110100505	biz	Extension N/A	gTLD	11-May-2011	27-Jul-2017	10-May-2012	1 BU with contacts	Active	Basic DNS
91santestregjane7d.fr	Brand04520110100505	fr	Extension N/A	FRANCE	11-May-2011	11-May-2019	11-May-2024	1 BU with contacts	Active	Other DNS

- Click on the 'Search' button to conduct specific searches.
- After conducting a search, you can see the results and continue to search through the Manage Domains screen, where you can also revise your search or select domains to modify.

Domain Name	Brand	Extension	Country	Registration Date	Registry Expiry Date	Paid Until Date
10demo6-28-12.com	BrandXYZ	com	gTLD	06-Mar-2013	06-Mar-2014	06-Mar-2014
2x-brandxyz.biz	BrandXYZ	biz	gTLD	09-Nov-2012	08-Nov-2014	08-Nov-2014
2x-brandxyz.ca	BrandXYZ	ca	CANADA	09-Nov-2012	09-Nov-2014	09-Nov-2014
2x-brandxyz.co.uk	BrandXYZ	co.uk	UNITED KINGDOM	09-Nov-2012	09-Nov-2014	09-Nov-2014

- To view information about a specific domain, double left-click on the View hyperlink for the domain. When you are finished viewing the information, click the Return to Domain Portfolio button.



2x-brandabc.hk [Notes](#)

Domain status: ACT

Registration date: 04-Dec-2012

Registration Expiry Date: 04-Dec-2013

Paid Until Date: 04-Dec-2013

CSC MultiLock On: No

MultiLock Effective Date:

Business unit: Legal

Name servers: dns1.cscdns.net
dns2.cscdns.net

DNS type: Basic DNS

Forwarding: No

DNSSEC Enabled: Not verified

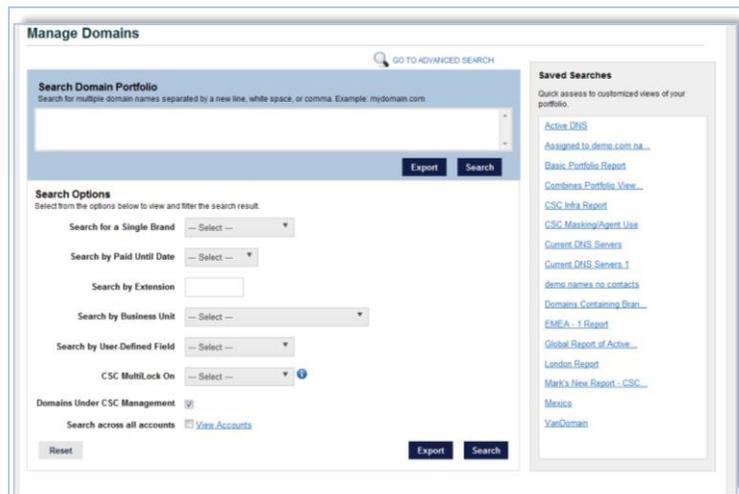
Using Account Masking: No

Using CSC Agent: No

WHOIS Contacts

[Return to Domain Portfolio](#)

- On the left side of the basic search screen, you can either enter several domain names to search for, or you can filter by brand, expiration date, extension, business unit, user defined field or only active domains by clicking the check box.



Manage Domains [GO TO ADVANCED SEARCH](#)

Search Domain Portfolio
Search for multiple domain names separated by a new line, white space, or comma. Example: mydomain.com

[Export](#) [Search](#)

Search Options
Select from the options below to view and filter the search result:

Search for a Single Brand

Search by Paid Until Date

Search by Extension

Search by Business Unit

Search by User Defined Field

CSC MultiLock On

Domains Under CSC Management

Search across all accounts [View Accounts](#)

[Reset](#) [Export](#) [Search](#)

Saved Searches
Quick access to customized views of your portfolio:

- [Active DNS](#)
- [Assigned to demo.com.na...](#)
- [Basic Portfolio Report](#)
- [Combines Portfolio View...](#)
- [CSC Infra Report](#)
- [CSC Masking/Agent Usage](#)
- [Current DNS Servers](#)
- [Current DNS Servers 1](#)
- [demo.names.no.contacts](#)
- [Domains Containing Bran...](#)
- [EMEA - 1 Report](#)
- [Global Report of Active...](#)
- [London Report](#)
- [Mark's New Report - CSC...](#)
- [Mexico](#)
- [ViewDomain](#)



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- The results will show only the domain names within the portfolio that apply to your search filters. A pop-up box will appear to advise which domains from your pasted list are not within your portfolio.

Manage Domains

Portfolio search results

3 records found 1 records not found [Click To View](#)

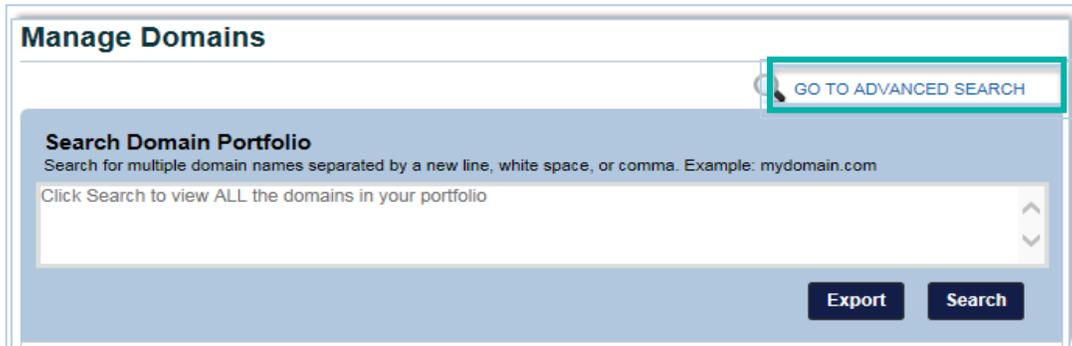
Portfolio Actions

	Domain Name ▲	Brand
view	brandxyz.co.uk	BrandXYZ
view	brandxyz.com	BrandXYZ
view	brandxyz.com.au	BrandXYZ

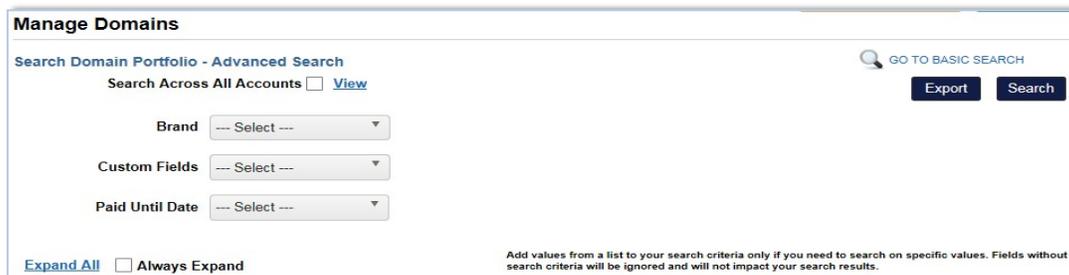
Your search criteria included 1 domains that were not found or not accessible to you:
brandxyz.com.sg

B. Advanced Search

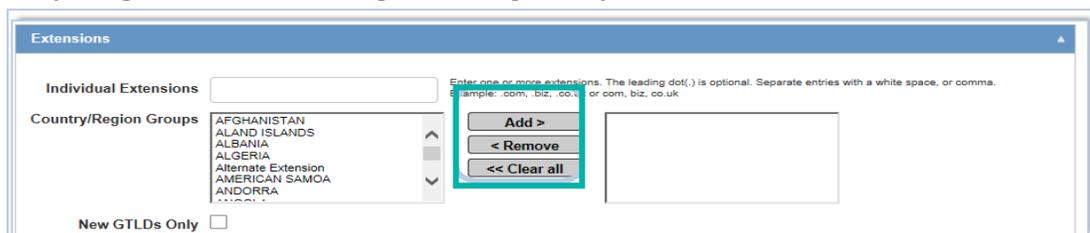
- If you want to conduct a more detailed search, click **GO TO ADVANCED SEARCH** in the upper right corner of the screen.



- Advanced search provides you many more filters. You can search by Brand, Custom Fields (Formerly user-defined fields), and Paid Until Date.



- The below fields can be expanded or collapsed by clicking the topic line. The middle section allows you to filter by country, using the buttons to add or remove highlighted selections. Everything in the box on the right will be part of your search.





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- The next section allows you to filter for domain names and status. The same process applies as above. The buttons in the middle allow you to add or remove selections to filter your search.

The screenshot shows the 'Domains' filter interface. It includes a 'Domain Names' search box, radio buttons for 'Exact Match' (selected) and 'Contains', and a search tip: 'Search is on domain name only. Separate entries with a new line, white space or comma. If an extension is included, it will be ignored.' Below this are two lists: 'Domain Status' with options like 'DNS hosting only', 'Deleted', 'Lapsed', 'Not managed by CSC', 'Pending Registration', 'Pending Transfer In', and 'Transferred Away'; and a list of status types: 'Active', 'Pending Lapse', and 'Pending Transfer Away'. In the center are four buttons: 'Add >', 'Add all >>', '< Remove', and '<< Clear all'. At the bottom left is an 'Include IDN Translation' checkbox.

- The next section allow you to filter by business units. The same process applies as above for search filtering.

The screenshot shows the 'Business Units' filter interface. It features a 'Business Units' list with 'Infrastructure', 'Legal', and 'Marketing'. To the right are four buttons: 'Add >', 'Add all >>', '< Remove', and '<< Clear all'. An empty list box is on the far right.

- This section allows you to filter by domain name system and name servers.

The screenshot shows the 'DNS & Name Servers' filter interface. It includes a 'DNS Hosting Type' list with options like 'Premium DNS', 'Basic DNS', 'Premium Slaved DNS', 'Basic Slaved DNS', 'Other DNS', 'Premium Slaved DNS (Dual Server)', and 'Premium Slaved DNS (Single Server)'. Below this are buttons for 'Add >', 'Add all >>', '< Remove', and '<< Clear all'. The 'Name Server' field has radio buttons for 'Exact Match' (selected) and 'Contains'. There are also dropdown menus for 'Forwarding' and 'DNSSEC Enabled'.



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- The next section allows you to filter by domain name status and contacts. The same process applies.

Contacts

First Name

Last Name

Email

Organization Exact Match Contains

Masked

Using CSC Agent

Contact Type

- Once you have selected all the filters, click Search. Results will show only the domain names that apply to all of your search fields. Afterwards, you may export your results or reset your criteria.

C. Smart Search

- A new auto-complete search box in the top right corner searches your entire portfolio and gets you to where you want to go faster.

DOMAIN MANAGER ACTIONS

- Domain Portfolio
- Register Domains
- View Orders
- Renewal Report
- Digital Certs
- Social Media
- Invoices & Payments
- Documents
- Brands
- The Brand Circle
- Trademark Clearinghouse
- Defaults

PORTFOLIO SEARCH

Search for multiple domain names separated by a new line, white space, or comma. Example: mydomain.com

Search across all accounts



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- In the search box, type your desired domain. As you type, top matching domains from your Portfolio will appear.
- You can click on the blue underlined domain name to view that domain's details.
- You can also select one or more domains and choose a key action: Manage Zones, URL Forwarding, Modify Contact, and Modify DNS which will take you to the appropriate management screen.
- To view all the matches in your portfolio, click the "View All" link.

D. Portfolio Enhancements

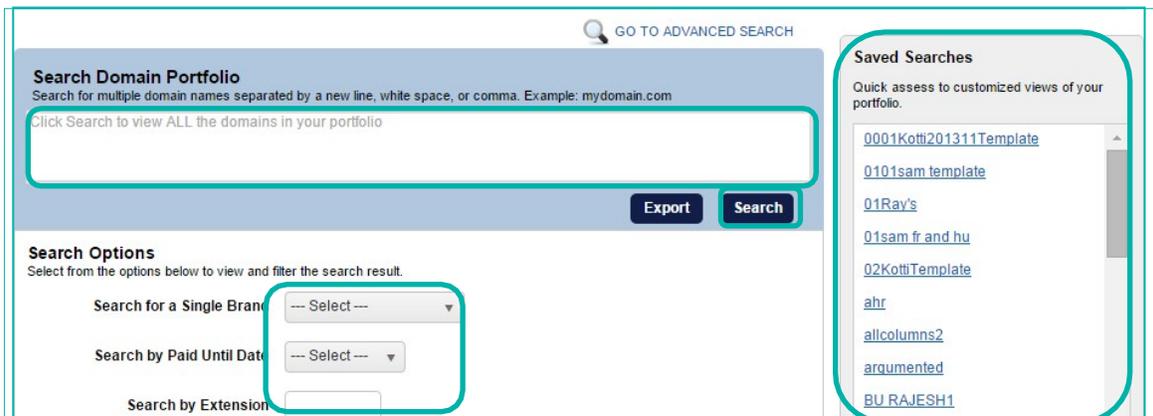
- Advanced searching and filtering lets you view and export your portfolio in the way that works best for you, and quickly execute single or bulk actions.

	Domain Name ↑	Brand	Extension	Country	Registration Date	Registry Expiry Date
view	brandapac1.com		com	gTLD	09-Apr-2018	09-Apr-2019
view	brandapac2.com		com	gTLD	09-Apr-2018	09-Apr-2019
view	brandapac3.net		net	gTLD	09-Apr-2018	09-Apr-2019
view	brandapac4.net		net	gTLD	09-Apr-2018	09-Apr-2019
view	brandapac5.com		com	gTLD	09-Apr-2018	09-Apr-2019
view	brandemea1.com		com	gTLD	09-Apr-2018	09-Apr-2019
view	brandemea2.com		com	gTLD	09-Apr-2018	09-Apr-2019
view	brandemea3.com		com	gTLD	09-Apr-2018	09-Apr-2019

- The "Domain Name" column stays on the screen, so you can view other columns without losing context.
- Arrange columns by clicking and dragging the column header.
- Resize columns by clicking and dragging either edge of the column header.

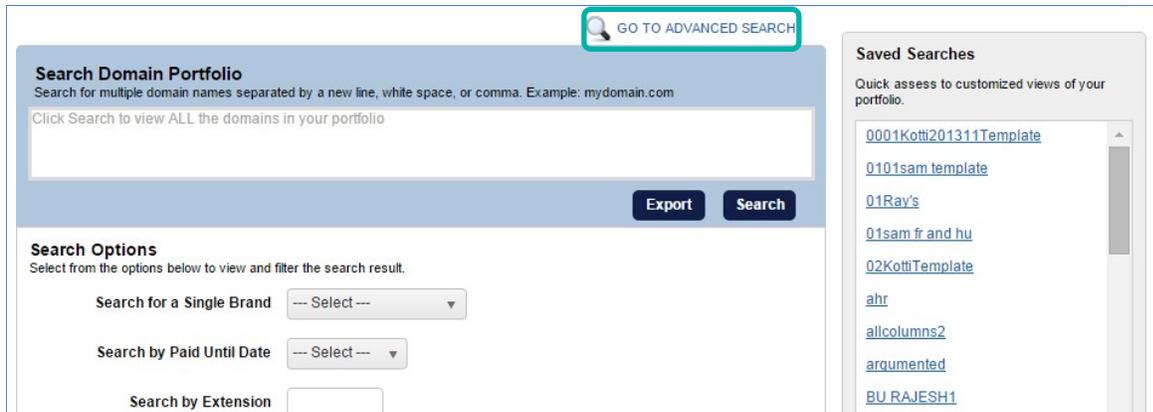
	Domain Name ↑	Brand	Extension	Country	Registration Date	Registry Expiry Date
view	brandapac1.com		com	gTLD	09-Apr-2018	09-Apr-2019
view	brandapac2.com		com	gTLD	09-Apr-2018	09-Apr-2019
view	brandapac3.net		net	gTLD	09-Apr-2018	09-Apr-2019
view	brandapac4.net		net	gTLD	09-Apr-2018	09-Apr-2019
view	brandapac5.com		com	gTLD	09-Apr-2018	09-Apr-2019
view	brandemea1.com		com	gTLD	09-Apr-2018	09-Apr-2019
view	brandemea2.com		com	gTLD	09-Apr-2018	09-Apr-2019
view	brandemea3.com		com	gTLD	09-Apr-2018	09-Apr-2019

- Sort your view by clicking the 3 little points in the column header and click the “Sort Ascending” or “Sort Descending” options.
- Filter your view by clicking the 3 little points in the column header, select “Filter” and enter your criteria to narrow your view. You can choose match, text, and combined criteria. To reset your filters, click the “Clear” button in the Filter window.
- Lock your view by clicking the 3 little points in the column header and click the “Lock” options. This will lock the column in place along the right side of the table. Multiple locked columns will stack next to each other. To remove the lock, click the “Unlock” button in the menu area.
- Select domains using single click for one domain, shift-click for a series of domains, or ctrl-click for individual domains on the screen. Choose your action from the dropdown menu at the top of the table.

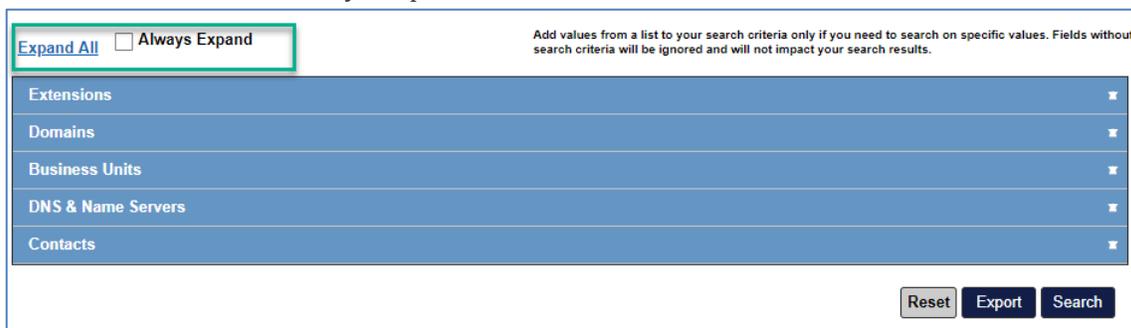


E. Improved Search

- Reorganized basic and advanced searches are faster and more intuitive.
 - Enter your search criteria in the box to either search or export your desired domains.
 - You can also click the “Search” button to view all domains in your Portfolio.
 - Choose your search options to narrow your results.
 - You can save your searches for future re-use.
 - Click on “Go to advanced search” for more criteria



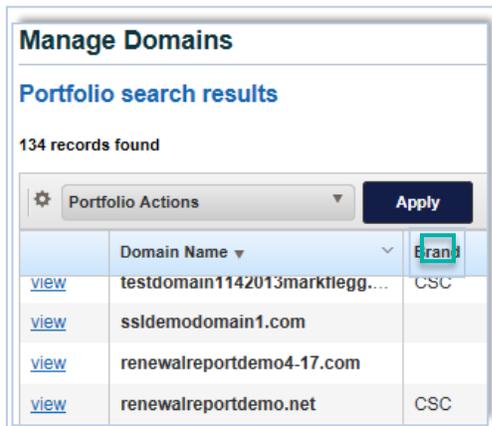
- o Advanced searching is grouped into categories. You can expand the sections, or click the “Expand All” link to display all options. To always have the boxes open, you can check the “Always Expand” box.



- o Once your advanced criteria are selected, you can click the “Export” or “Search” buttons to narrow your results.

F. Portfolio View Adjustments

- Portfolio search results are sorted alphabetically by default. However, once within the portfolio search results, you can sort by any column by clicking on the header and selecting the arrow in the column to sort ascending or sort descending. In this example, we've sorted the domain name in reverse alphabetical order. You can sort any column either way to help you view the portfolio.



Manage Domains

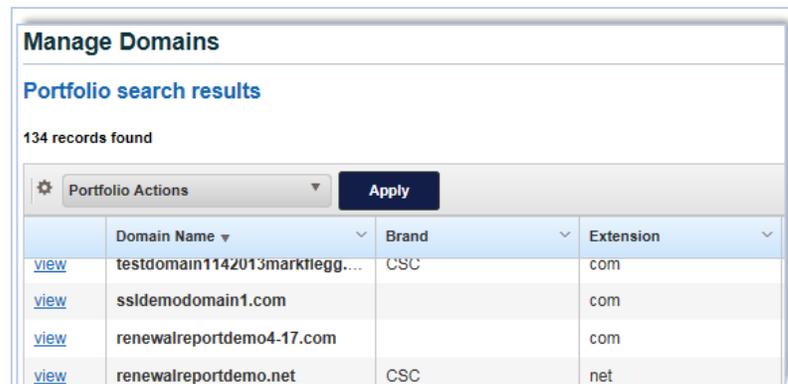
Portfolio search results

134 records found

Portfolio Actions Apply

	Domain Name ▾	Brand
view	testdomain1142013marktlegg....	CSC
view	ssldemodomain1.com	
view	renewalreportdemo4-17.com	
view	renewalreportdemo.net	CSC

- In addition to sorting, you can also reorganize the order in which the columns are displayed. To move a column, click the header to drag and drop the column where you would like it to be.



Manage Domains

Portfolio search results

134 records found

Portfolio Actions Apply

	Domain Name ▾	Brand ▾	Extension ▾
view	testdomain1142013marktlegg....	CSC	com
view	ssldemodomain1.com		com
view	renewalreportdemo4-17.com		com
view	renewalreportdemo.net	CSC	net

Manage Domains

Portfolio search results

134 records found

Portfolio Actions Apply

	Domain Name	Brand	Extension	
view	testdomain1142013marktlegg...	CSC	com	+ Brand
view	ssldemodomain1.com		com	gTLD
view	renewalreportdemo4-17.com		com	gTLD

G. Portfolio View Templates

- To create a new template, begin within the portfolio by clicking on the arrow in one of the headers. Hover over Columns and deselect any headers you do not wish to see. Columns will disappear from view as you uncheck them.

Manage Domains

Portfolio search results

134 records found

Portfolio Actions Apply

	Domain Name	Brand	
view	demo3-28.at		
view	demo4-3a.at		
view	demo4-3b.at		
view	demo4-4.at		
view	2x-brandxyz.biz		
view	3x-brandxyz.biz		

Status
 DNS Type
 CSC MultiLock On
 MultiLock Effective Date
 Forwarding
 Redirect Type
 New GTLD
 Masked
 Using CSC Agent
 Reg Profile Name
 Reg First Name
 Reg Last Name
 Reg Organization
 Reg Address

- You can use the Lock/Unlock feature to lock columns in place as you scroll across the remaining headers.
- While on the portfolio screen, you can also reorganize how columns are displayed by clicking the header to drag and drop the column where you would like it to be.



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- To save this view as a template, click on Save as Template in the upper right corner.
Please note: Any changes to the display will not be saved unless you save it as a template.
- Enter a name for your template, and a brief description and click Save.



* Template name

Template description

- You will now see your new template in the search screen.

Manage Domains

GO TO ADVANCED SEARCH

Search Domain Portfolio
Search for multiple domain names separated by a new line, white space, or comma. Example: mydomain.com
Click Search to view ALL the domains in your portfolio

Search Options
Select from the options below to view and filter the search result.

Search for a Single Brand

Search by Paid Until Date

Search by Extension TLDs that can be redacted for GDPR ?

Search by Business Unit

Search by Custom Fields

CSC MultiLock On ?

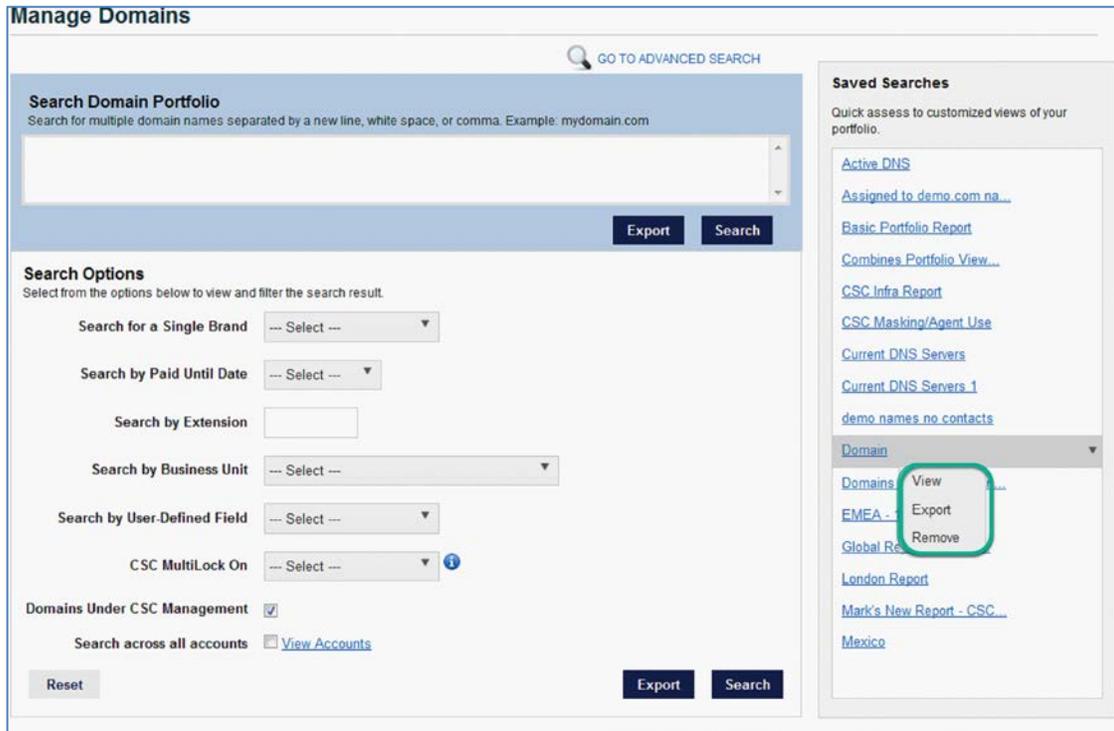
Domains under CSC Management

Search across all accounts [View](#)

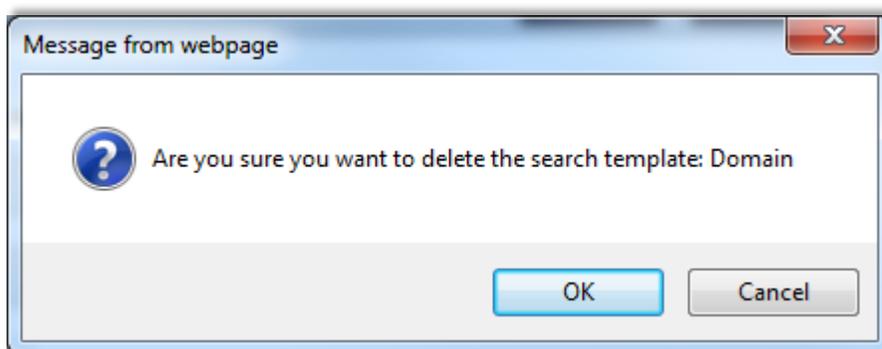
Saved Searches
Quick access to customized views of your portfolio.

- [Quote test](#)
- [Josh](#)
- [Josh1](#)
- [10 uat](#)
- [Testing domain contai...](#)
- [01sam- wklist ai](#)
- [1 basic search](#)
- [1 record](#)
- [10 uat](#)
- [12test](#)
- [17thoct2013](#)
- [20Dec2012](#)
- [226692](#)
- [226692 edited](#)
- [226692 edited1](#)
- [26thmay](#)
- [3 test](#)

- To view the portfolio in a saved template view, click on the template name link. To make changes to a portfolio template, select it, update the items displayed, and then overwrite the template with the new version. To remove a template, right click the link from the basic search page and select Remove.



- You will need to confirm the deletion by clicking OK.





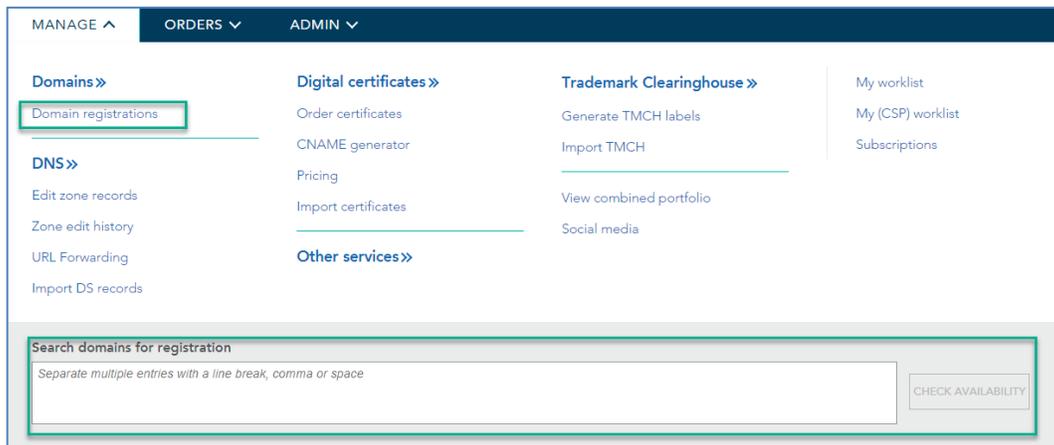
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- Selecting Combined Portfolio will allow you to navigate to the Search Combined Portfolio workflow. Selecting Social Media will allow you to navigate to the Search Social Media Portfolio workflow.
- Selecting Trademark Clearinghouse will allow you to navigate to the Trademark Clearinghouse Portfolio.
- By selecting 'Other services', the below menu will show. This menu will allow you to manage other services you have with CSC.

Additional services	
Service categories	Expand all ▼
Acquisitions	▼
New GTLDs	▼
Defensive domains	▼
Brand advisory & consultation	▼
DNS & email	▼
TLD & launch	▼
Enforcement	▼
Monitoring	▼
Other	▼
Redemption	▼
Security services	▼
SSL services	▼
Trademark Clearinghouse	▼
Trademark	▼

H. Registrations

- By clicking on MANAGE, you will find 'Domain registrations'. You can also type the domain names in the 'Search domains for registration' field on this page.



- Domain registrations link take you to the Check Domain Availability screen. This will allow you to search for domains to register.





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- Selecting Order Digital Certificates will take you to the Select Certificates page. This screen will allow you to order Digital Certificates. Simply select the digital certificates you want to order and select Continue.

- Once you select Continue, you will be able to follow the digital certificate workflow to order your certificate.
- Selecting TRADEMARK CLEARINGHOUSE will take you to the “Trademark Clearinghouse Filings” page.

Manage Trademark Clearinghouse Filings

Portfolio search results

388 records found | Portfolio Actions

<input type="checkbox"/>	Download SMD	Trademark	TMCH Status	Proof Of Use Status	Registered Names	Mark Id	Effective Date	Expiration Date
<input type="checkbox"/>		sushmatest1-trademark-12052i	Submitted	Submitted		00051030000873-1		
<input type="checkbox"/>		sushmatest1-trademark-12052i	Submitted	Submitted		00051030000872-1		
<input type="checkbox"/>		spbands-verified	Submitted	Submitted		00051030000883-1		21-Jun-2018
<input checked="" type="checkbox"/>		spbands2-verified	Submitted	Submitted		00051030000881-1		
<input type="checkbox"/>		tmch-test-00001-verified	Submitted	Not Provided		00051030000891-1		
<input type="checkbox"/>	Download	tmch@test-verified	Expired	Valid		00051030000889-1	09-Jun-2015	09-Jun-2017
<input type="checkbox"/>	Download	test kotli cds20141027001-VAL	Expired	Valid		00051030000784-1	27-Oct-2014	27-Oct-2015
<input type="checkbox"/>	Download	ray03-testsmid-trademark-1111i	Expired	Not Provided		0005101886-1	11-Nov-2013	10-Nov-2015
<input type="checkbox"/>		LOU	Pending			00051030000627-1		
<input type="checkbox"/>		b-62867-04272014-2-VALID	Submitted	Submitted		00051030000712-1		
<input type="checkbox"/>		b-62867-04272014-4-VALID	Submitted	Submitted		00051030000713-1		
<input type="checkbox"/>	Download	uat-21122013-12-VERIFIED	Expired	Valid	View	00051030000657-1	21-Jan-2014	21-Jan-2015



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- Selecting 'Social Media' will take you to the "Social Media" page.

Social Media Portfolio

[Add Social Media Records](#)

Search Social Media Portfolio
Enter one or more values separated by a new line to find social media records. Use the [Advance Search](#) to search specific fields, or administrative attributes such as business units.

Click Search to view ALL the social media in your portfolio

Search **Export**