

LIVERTON SECURITY

NZ Government

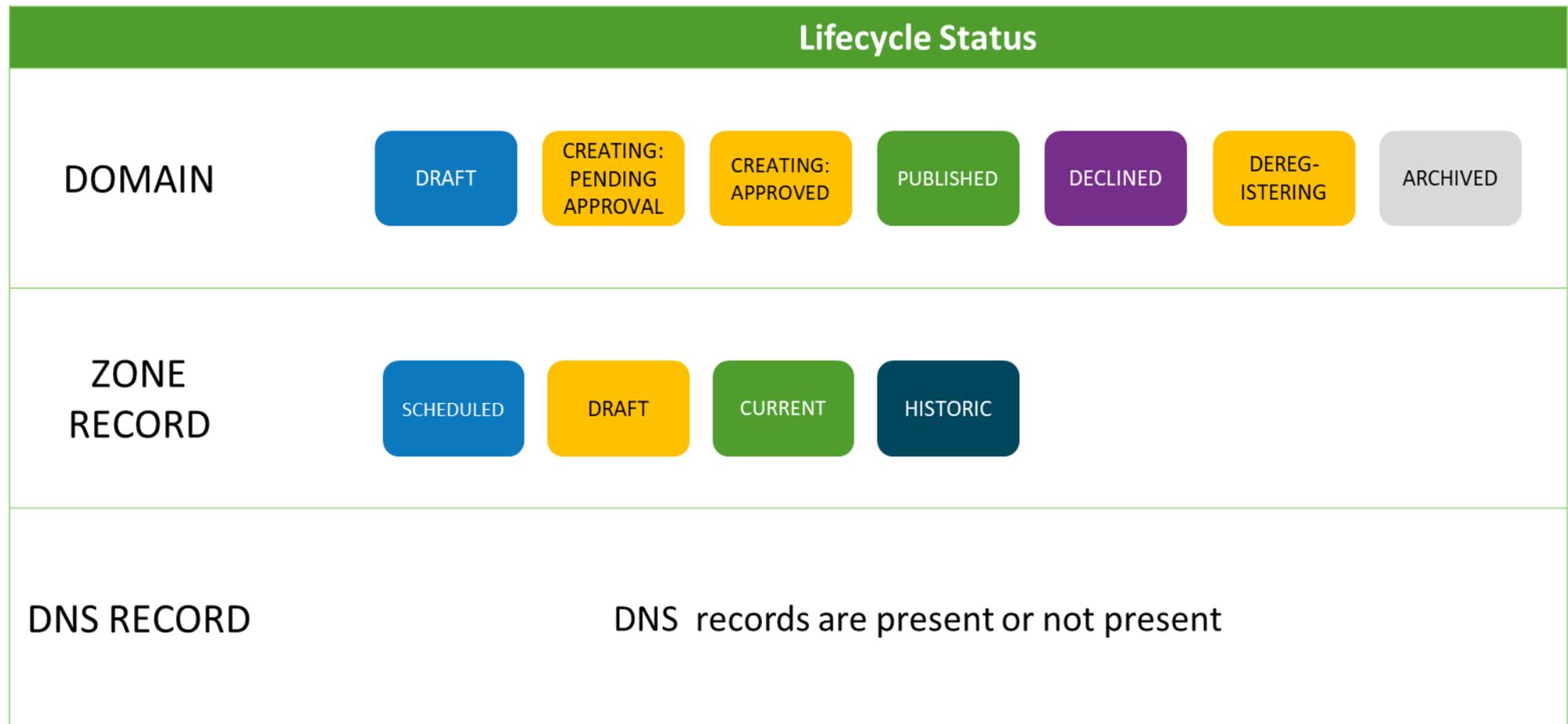
DOMAIN NAME SYSTEM

(GovtDNS)

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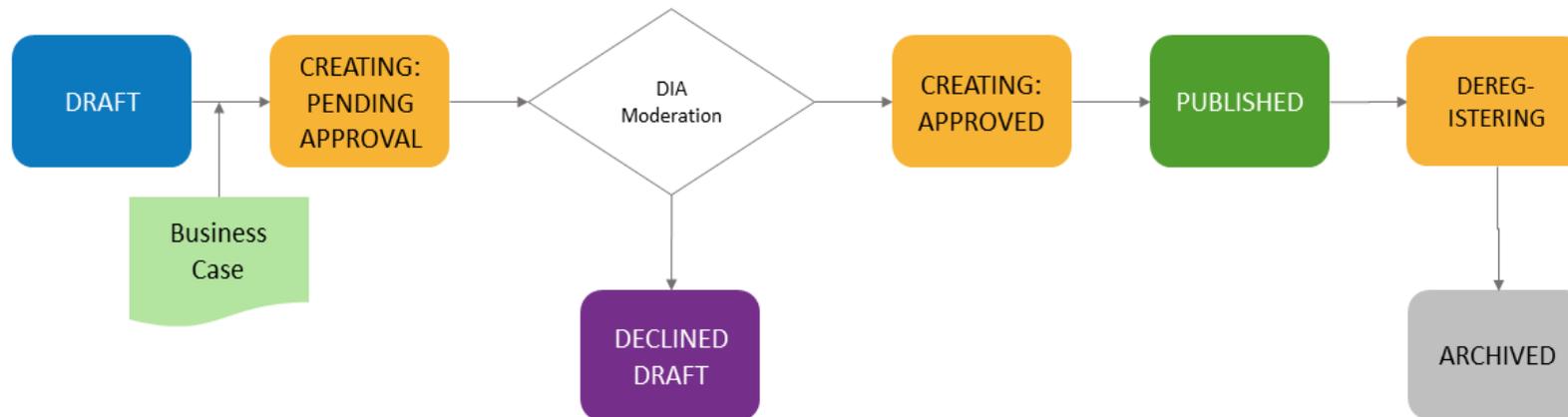
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1 DOMAIN AND ZONE RECORD STATUS



2 DOMAINS

2.1 Domain Life Cycle



2.2 Create a New Domain

The first step to create a domain is to create a draft domain. Then approval is sought and, if approved, the domain is set up and zone records created. The domain is then published.

1. Select **Domains/All** from the menu
2. Select **Create**



3. Select the **Agency** to which the domain is to be assigned
 - a. For AGENCY SUPER/USER this can only been their associated Agency
4. Enter **Prefix**
 - a. This is the name of the domain without the suffix i.e. govt.nz or parliament.nz
 - b. Use the vowels with macrons buttons if required
5. Select the **Suffix** e.g. govt.nz, parliament.nz, co.nz, org.nz
6. Select **Check Availability** to verify if the domain is available
7. Add **Contact Organisation, Contact Admin, and Contact Tech** by selecting the green button. A list of available contacts will be displayed.
8. Select **Save**. The domain has a draft status.

2.4 Submit Draft Domain for Approval

1. On the Home page, find the draft domain in the list and select it. Only the General information and Business Case tabs are visible.



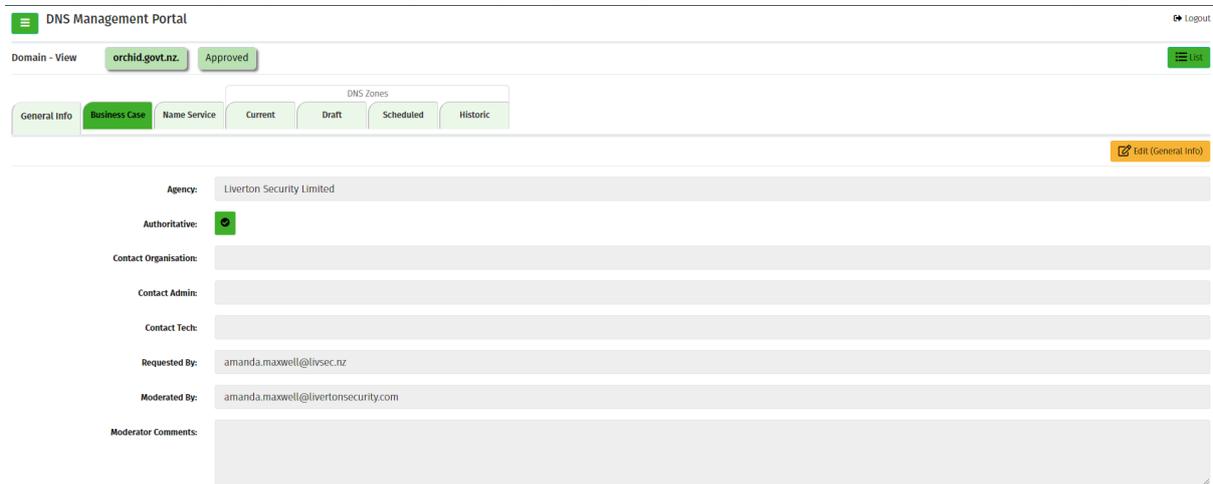
The screenshot shows the 'DNS Management Portal' interface. At the top, there is a navigation bar with a 'Logout' link. Below that, the domain 'orchid.govt.nz' is displayed with a 'Draft' status. There are buttons for 'Apply for Approval', 'List', and 'Delete'. The 'Business Case' tab is selected, and an 'Edit (General Info)' button is visible. The form fields are as follows:

Agency:	Liverton Security Limited
Authoritative:	<input checked="" type="checkbox"/>
Contact Organisation:	
Contact Admin:	
Contact Tech:	

2. Select the **Business Case** tab. Select **Create** and
 - a. complete the business case fields or
 - b. download the Business Case Template (MS-Word) and complete it and email it to the Domain Moderation Team. This template provides guidance on creating the business case for the new domain. DIA requires this information to enable them to make an informed decision on whether to approve the domain.
3. Select **Save**
4. Once the business case is ready to be submitted to DIA for approval and the domain has the three contacts, select **Apply for Approval**. This will change the domain status to Creating: Pending Approval and return the user to the domain list.

2.5 Domain Setup Process

- Once approved the new domain is listed in Your Domains on your Home page.
The domain is also available from the Domains/All list. Select the domain.



DNS Management Portal

Domain - View orchid.govt.nz Approved

General Info Business Case Name Service Current Draft Scheduled Historic

Agency: Liverton Security Limited

Authoritative: 

Contact Organisation:

Contact Admin:

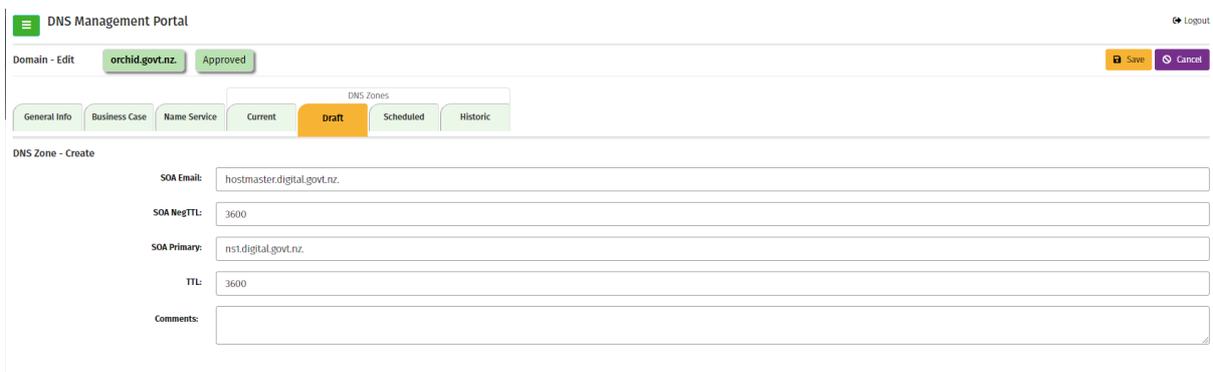
Contact Tech:

Requested By: amanda.maxwell@livsec.nz

Moderated By: amanda.maxwell@livertonsecurity.com

Moderator Comments:

- Five additional tabs are now available: name servers, current, draft, scheduled, historic. For a domain to be published name servers and a DNS zone record need to be added.
- Select the **Name Service** tab
 - Select the **Use LDNS Name Servers** button OR **Use other Name Servers** button.
 - If not using the LDNS name servers the details of the name servers need to be entered.
 - Select **Save**. The Name Server tab will be dark green to show name servers have been assigned to the domain.
- Select the **Draft** tab
 - Select **Create**



DNS Management Portal

Domain - Edit orchid.govt.nz Approved

General Info Business Case Name Service Current Draft Scheduled Historic

DNS Zone - Create

SOA Email: hostmaster.digital.govt.nz

SOA NegTTL: 3600

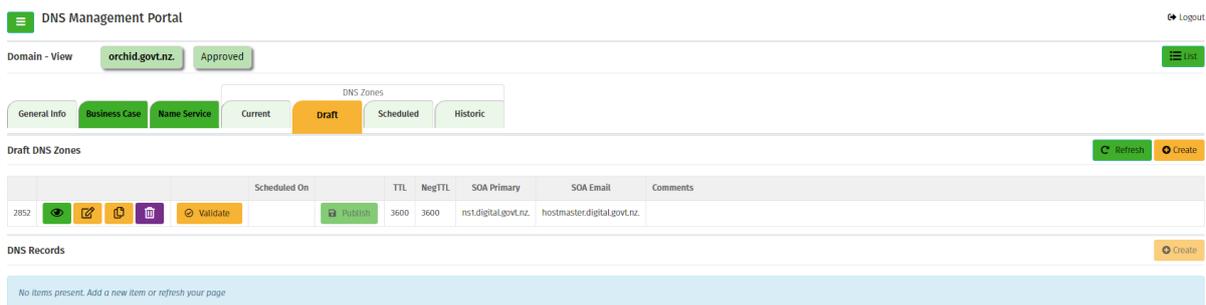
SOA Primary: nst.digital.govt.nz

TTL: 3600

Comments:

- b. Enter the zone information. Recommended settings are:
 - i. **SOA Email:** hostmaster.digital.govt.nz. The SOA email should NOT include the @ character.
 - ii. **SOA NegTTL:** 300
 - iii. **SOA Primary:** ns1.digital.govt.nz.
 - iv. **TTL:** 3600

5. Select **Save**



The screenshot shows the DNS Management Portal for the domain orchid.govt.nz. The 'Draft' tab is selected and highlighted in yellow. A table displays the draft zone record with the following details:

	Scheduled On	TTL	NegTTL	SOA Primary	SOA Email	Comments
2852		3600	3600	ns1.digital.govt.nz	hostmaster.digital.govt.nz	

Below the table, there is a 'DNS Records' section which is currently empty, with a message: 'No items present. Add a new item or refresh your page.'

- a. A table will appear with the new zone information.
- b. Multiple draft zone records can be supported
- c. The Draft tab will be shaded yellow to show that there is at least one draft zone record for the domain.
- d. Refer to section 4 to publish the zone record.

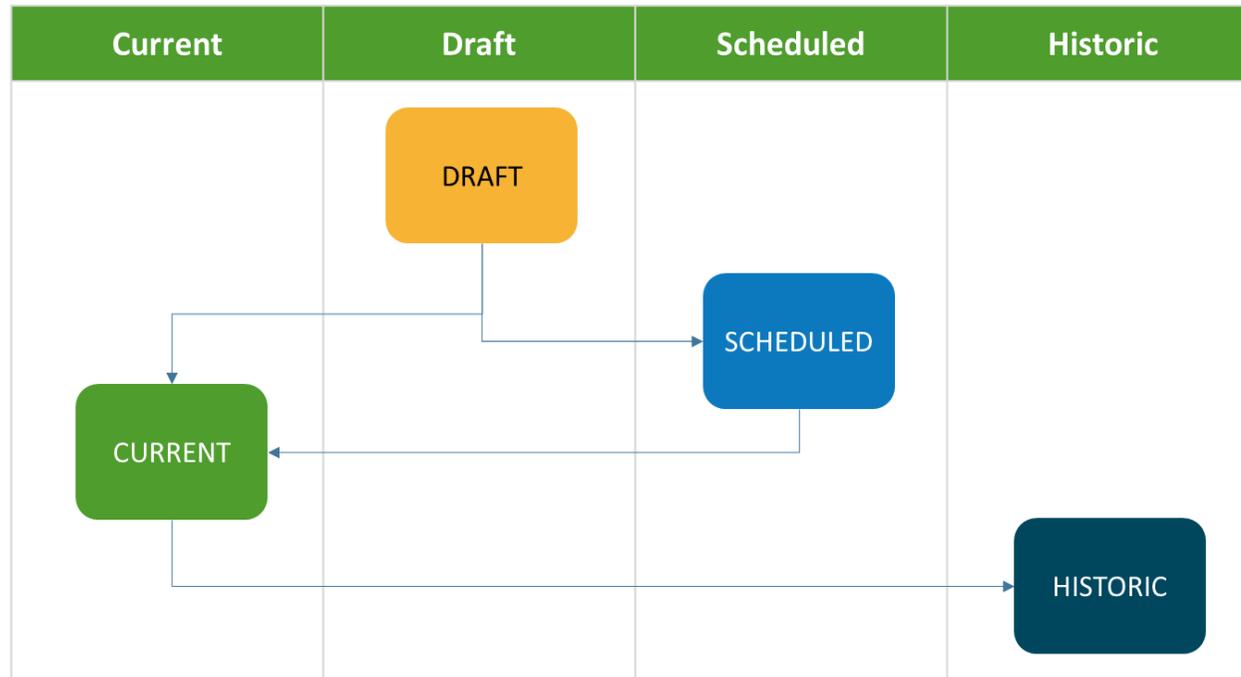
2.6 Deregister a Domain

THIS CANNOT BE UNDONE. If a domain is deregistered in error it needs to be manually recreated or call Liverton Security for assistance.

1. From a Domain – View page select the Deregister button.
2. A popup appears asking for confirmation; select Cancel or Yes.
3. Deregistration is confirmed and an email notification is sent to all an agency's AgencySuper users.

3 ZONE RECORDS

3.1 Zone Record Life Cycle



A zone record moves through a lifecycle from Draft to Historic

3.2 Create a New Zone Record

1. From Domain – View, select the **Current** tab and select **Create New Zone**.
2. Add new zone records. Use the plus symbol on the right to add more than one record. Use the rubbish bin symbol to remove zone records no longer required.
3. Select **Publish, Save as Draft** or **Cancel**. When you select Publish you will be given the option of publishing immediately or to schedule publishing at a future date/time.

3.3 Edit a Zone Record

1. Go to the Current tab
2. Select **Edit** and select the edit icon next to the DNS zone record you wish to edit.
3. Make changes to the zone record.
4. Select **Publish, Save as Draft** or **Cancel**. When you select Publish you will be given the option of publishing immediately or to schedule publishing at a future date/time.

3.4 Scheduling the Publishing of a Zone Record

When publishing a zone record you have the option of publishing immediately or scheduling the publishing at a future date/time.

If there is a scheduled zone record the Scheduled tab will turn blue. The zone record is published automatically at the scheduled date/time. The current/replaced zone record is moved to the Historic tab and the newly published zone record becomes the current zone record.

You can cancel a scheduled zone record by selecting **Cancel Publishing** providing the system has not started the process of publishing the zone record.

Multiple zones can be scheduled for publishing. They are published in date/time order.

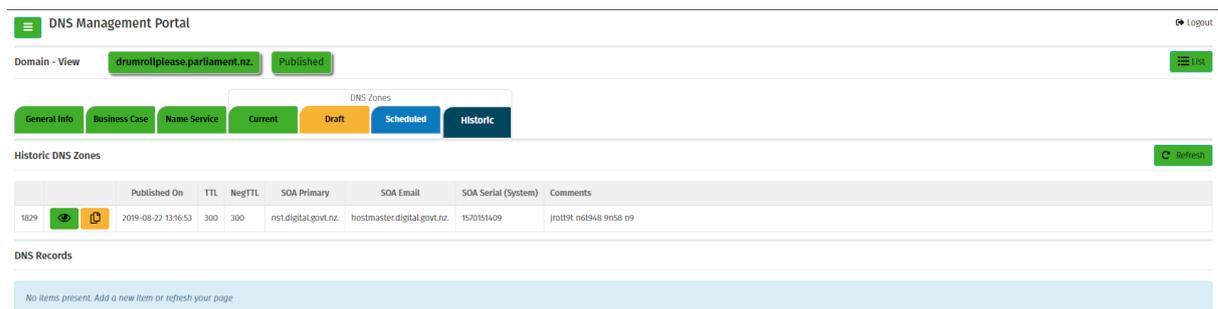
3.6 Cancel the Publishing of a Zone Record

1. Find the zone record on the Scheduled tab
2. Select the DNS zone record
3. Select **Cancel publishing**.

Note: Cancelling a zone record cannot be undone.

3.7 Historic Zone Records

Historic zone records can be reactivated.



The screenshot shows the 'DNS Management Portal' interface. At the top, the domain 'drumrollplease.parliament.nz' is shown as 'Published'. Below this, there are tabs for 'General Info', 'Business Case', 'Name Service', 'Current', 'Draft', 'Scheduled', and 'Historic'. The 'Historic' tab is selected. Below the tabs, there is a table of 'Historic DNS Zones' with one record. The record has a 'Published On' date of '2019-08-22 13:16:53', a TTL of '300', and a SOA Primary of 'rs1.digital.govt.nz'. There are icons for 'Copy zone' (yellow with a two-page icon) and 'Refresh' (green with a circular arrow icon) next to the record. Below the table, there is a section for 'DNS Records' which is currently empty, with a message: 'No items present. Add a new item or refresh your page'.

1. Find the domain and go to the **Historic** tab.
2. Select the zone record.
3. Select the **Copy zone** button (yellow with two-page icon)
4. The copied zone record appears on the Draft tab. Make changes if required.
5. Select **Publish**, **Save as Draft** or **Cancel**. When you select Publish you will be given the option of publishing immediately or to schedule publishing at a future date/time.

3.9 Import a Zone Record

A Zone Import button can be found on the Current tab when viewing a domain.

Select the Zone Import button; a field is displayed. Copy the zone record from its previous location and paste it in the field, then select **Publish** or **Save as Draft**. The system will attempt to parse it. If the parse fails, you will get an error message specifying the likely location of the problem. You will be given the option to publish immediately or schedule publishing.

3.10 Export a Zone Record

A Zone Export button can be found on the Current tab when viewing a domain. The domain's current zone record is displayed and can be copied.

4 DNS RECORDS

A DNS record requires three fields: TTL, type and data. All fields are mandatory.

4.1 Create a DNS Record

1. On the Current tab select **Edit**
2. Add details to the **Nature of change** field to describe the creation/change. This field is mandatory.
3. Select the plus symbol to add a new DNS record
4. Add details to the three fields (TTL, type, data)
5. Select **Save as Draft** or **Publish** or **Cancel**.
6. To view the SOA fields select **SOA fields**
7. To add further DNS records select the plus symbol.

4.1.1 TTL - Time to Live

This field specifies the Time to Live for the record in seconds. Suggested TTL is 3600 (1 hour).

4.1.2 Type

This field specifies the record type. The following record types are available:

A, AAAA, CAA, CNAME, DS, MX, NS, PTR, SRV, TXT

4.1.3 Data

The requirements of this field depend on the type chosen. They are as follows:

Type	Data
A	IPv4 Address
AAAA	IPv6 Address
CAA	CAA Policy
CNAME	FQDN (fully qualified domain name)
DS	DNSSEC Key Identification Record
MX	Weighting (number) followed by a space followed by an FQDN
NS	FQDN (fully qualified domain name)
PTR	FQDN (fully qualified domain name)
SRV	SRV discovery details
TXT	A text string

4.2 Edit a DNS Record

1. From within a current or draft DNS zone record, find the DNS record you wish to edit
2. Select the yellow edit button or select the DNS record by clicking on it
3. Change the details
4. Select **Publish, Save as Draft** or **Cancel**.

4.3 Delete a DNS Record

1. From within a current or draft DNS record, find the DNS record you wish to delete
2. Select the purple delete button. Use the undo arrow to undo the action.
3. Select **Publish, Save as Draft** or **Cancel** if you are on the Current tab, or **Publish, Save, Delete** or **Cancel** if you are on the Draft tab.

5 GLOSSARY

FQDN	Fully Qualified Domain Name
SOA	Start of Authority
TTL	Time to Live