

# Switching from web-o-mat to Sites

Step-by-step instructions



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# 1 About this guide

## 1.1 Content and target group

This guide provides step-by-step instructions for switching from web-o-mat to Sites. It is designed for all Hostpoint customers who have a website that was created with web-o-mat.

## 1.2 Glossary

Term	Description
<b>Hostpoint Control Panel</b>	Browser-based application for managing all Hostpoint products and services.
<b>Hostpoint ID</b>	Central login for the Hostpoint Control Panel. Allows access to contracts and invoices, adjustment of payment method, etc.
<b>Sites</b>	New, cloud-based website builder that allows you to create a modern website without any prior knowledge. Awarded test winner by PCtipp in 2022. Successor to web-o-mat.
<b>web-o-mat</b>	Former website builder and predecessor to Sites.

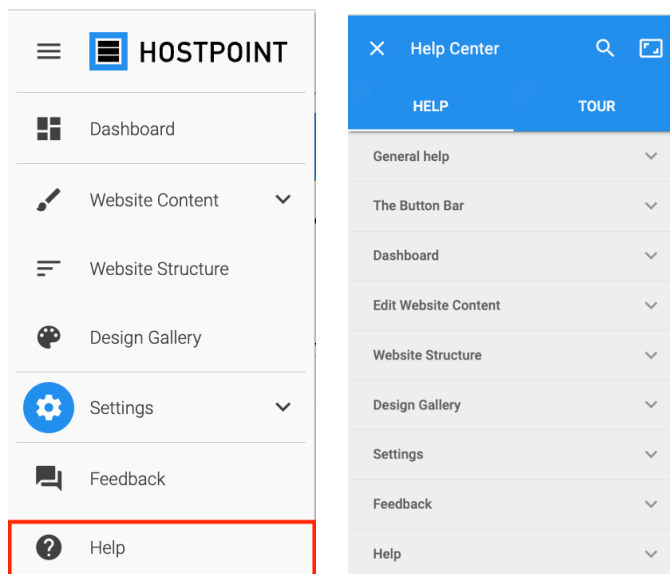
### 1.3 Additional information

Our [Support Center](#) provides answers to the most frequently asked questions about discontinuing web-o-mat and switching to Sites.

You can also find more useful information in the following categories in the Support Center:

- [Sites](#)
- [Hostpoint Control Panel](#)
- [Hostpoint ID](#)

Sites also has an integrated help tool that you can access using the menu. In the help tool there is both a description and an interactive tour that shows you the functions directly in the application itself.



### 1.4 Contact

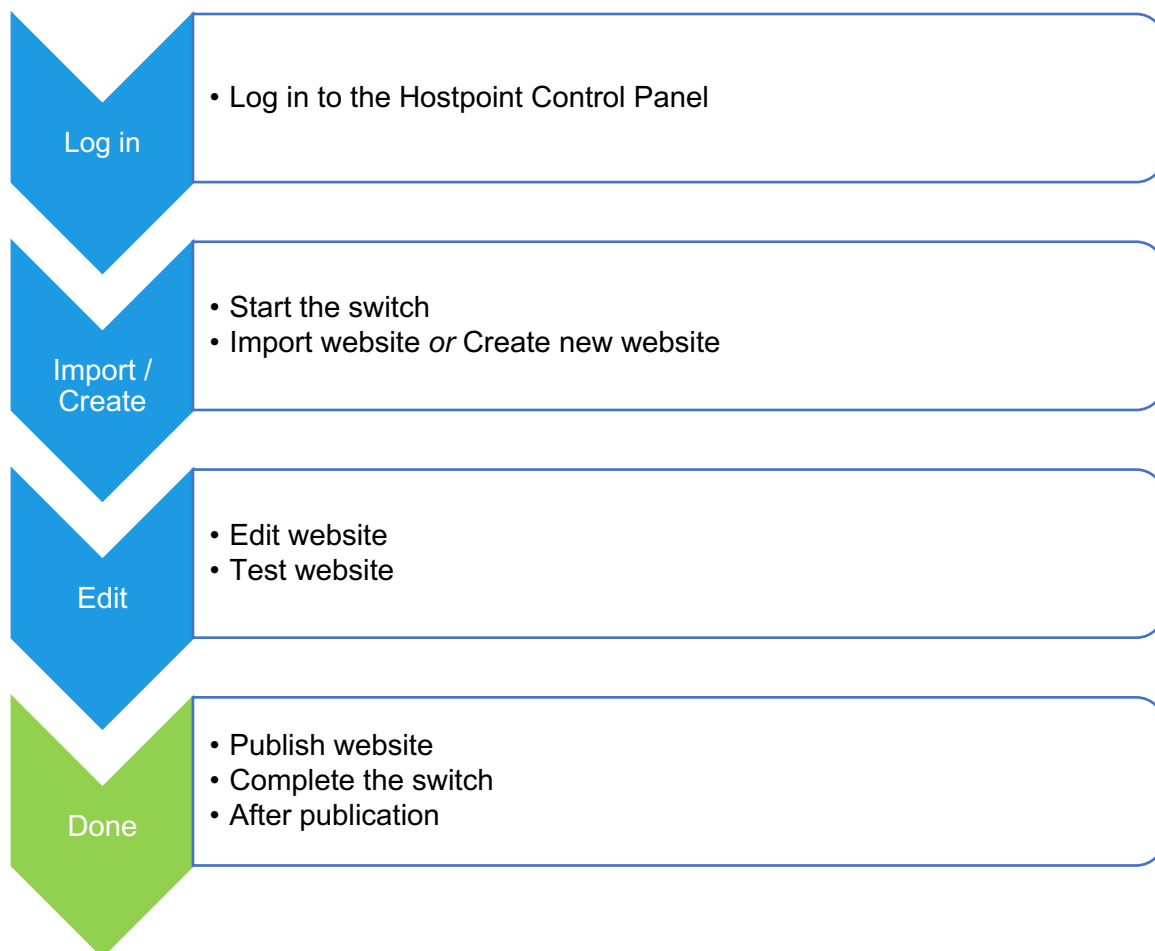
If you have any questions, we will be happy to provide personalized assistance. All contact details can be found on our [website](#).

## 2 How to switch

In this chapter, we provide a step-by-step explanation of how to switch from web-o-mat to Sites.

There is a migration assistant in the Hostpoint Control Panel to provide optimum support. It guides you through the individual steps and carries out the necessary technical changes in the background.

Your website created with web-o-mat will remain accessible as normal throughout the entire process. Your website switch won't take place until you have exited the migration assistant and confirmed that your new website is complete. After this has been done, web-o-mat will be removed from your Hostpoint Control Panel. However, your old website's files will be backed up and can be restored in case of an emergency .



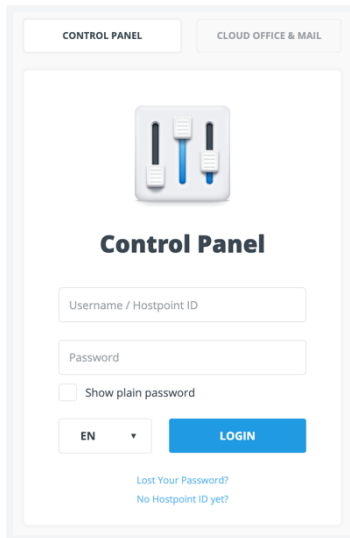
## 2.1 Log in to the Hostpoint Control Panel

All Hostpoint products and services are managed in the Control Panel. To log in to the Hostpoint Control Panel, follow these steps:

1. Open the following page in the browser:

<https://admin.hostpoint.ch/>

→ The following view will open:



2. Log in with your **Hostpoint ID** or your **username** (server name) and password.  
**Note:** *If you have forgotten your password, you can reset it using “Lost your password?”*
3. Click on “Login.”  
→ *You will be logged in. If you have logged in using your **Hostpoint ID**, the Hostpoint Control Panel home page will appear directly.*
4. If you have logged in with your **username**, you will be prompted to create a Hostpoint ID. Please enter a valid e-mail address. You will then receive an authentication code by mail. After switching to Sites, you can get going right away.

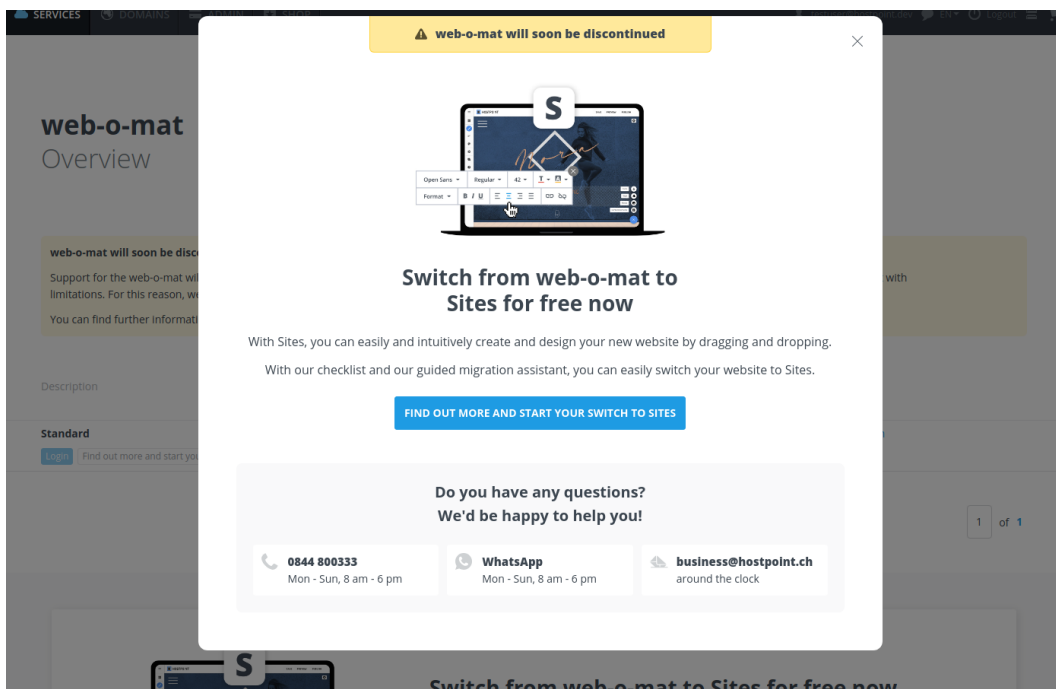
→ After successful registration, the Hostpoint Control Panel home page will open.

## 2.2 Start the switch

After logging in to the Hostpoint Control Panel, you can start switching to Sites right away.

Follow these steps:

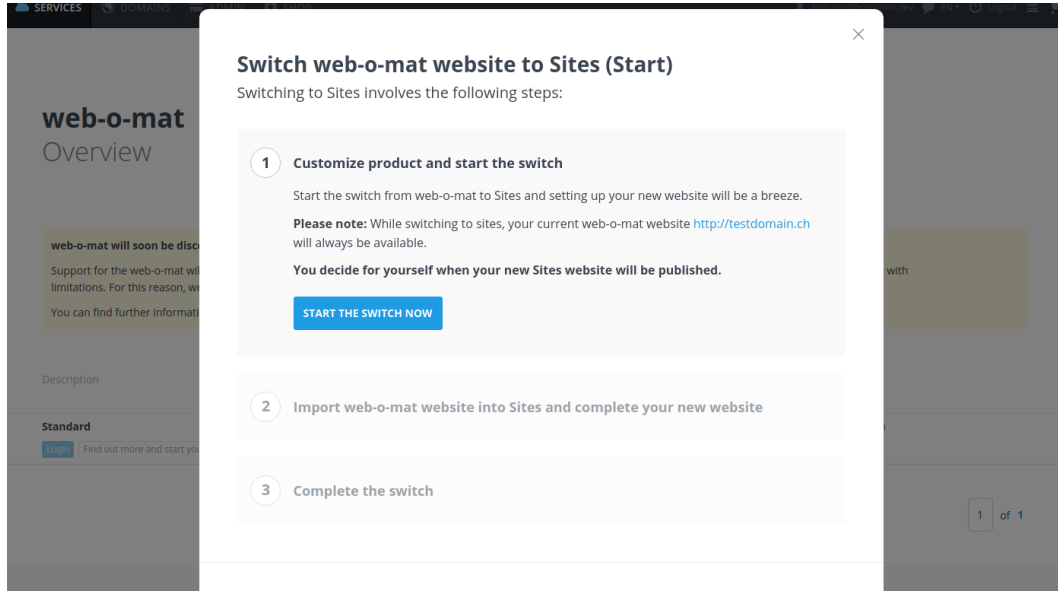
1. On the overview page, select your web hosting and click on “Open.”  
**Note:** *If you have more than one web hosting, make sure you are using the correct web hosting that your web-o-mat is running on.*
2. Now click on “Websites” in the left menu and then on “web-o-mat.”  
→ A window will open (migration assistant) in which you can directly start switching from web-o-mat to Sites.





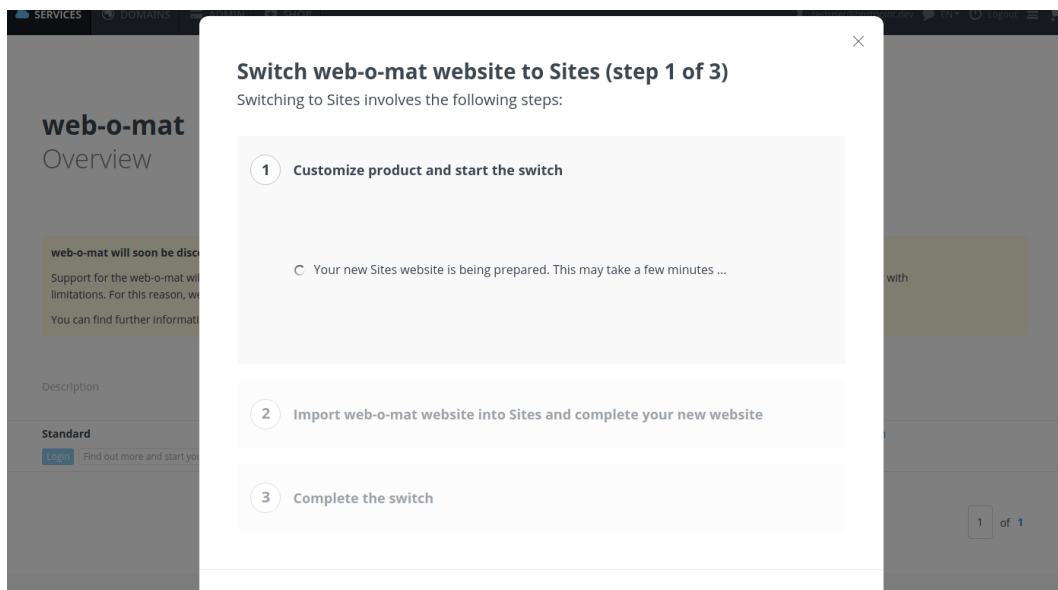
- Click on “Find out more and start your switch to Sites”.

→ *The switching process will start.*



- Check the information and confirm that you want to get started by clicking on “Start the switch now”.

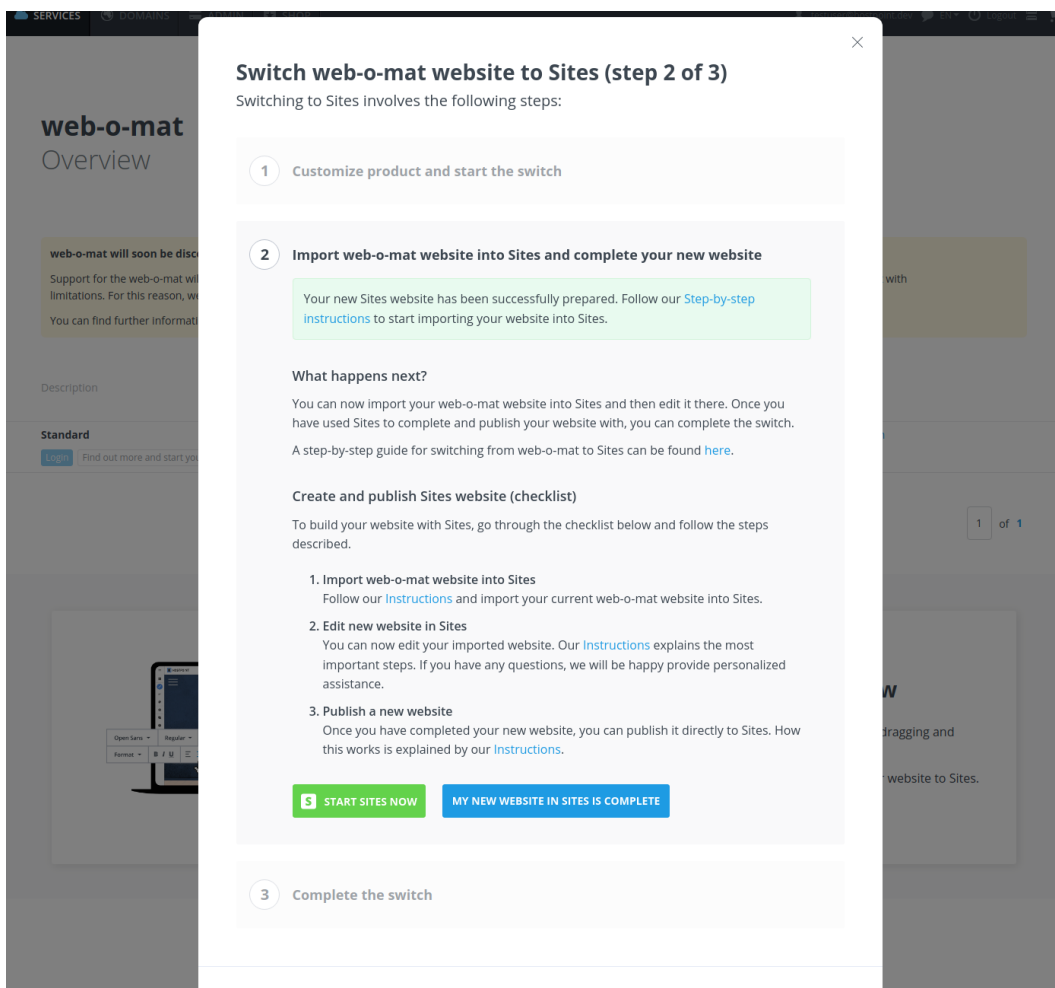
→ *The new website builder “Sites” is setting up. This may take a few minutes. After successful set up, a message will appear.*



After the first step in the migration assistant is complete, Sites will be enabled and available in your Hostpoint Control Panel.

5. Click on the “Start Sites now” button.

→ Sites opens in a new browser window. Your switching progress will be saved and you can easily resume it later (see chapter 2.7). Your web-o-mat website can be accessed at any time during this stage.



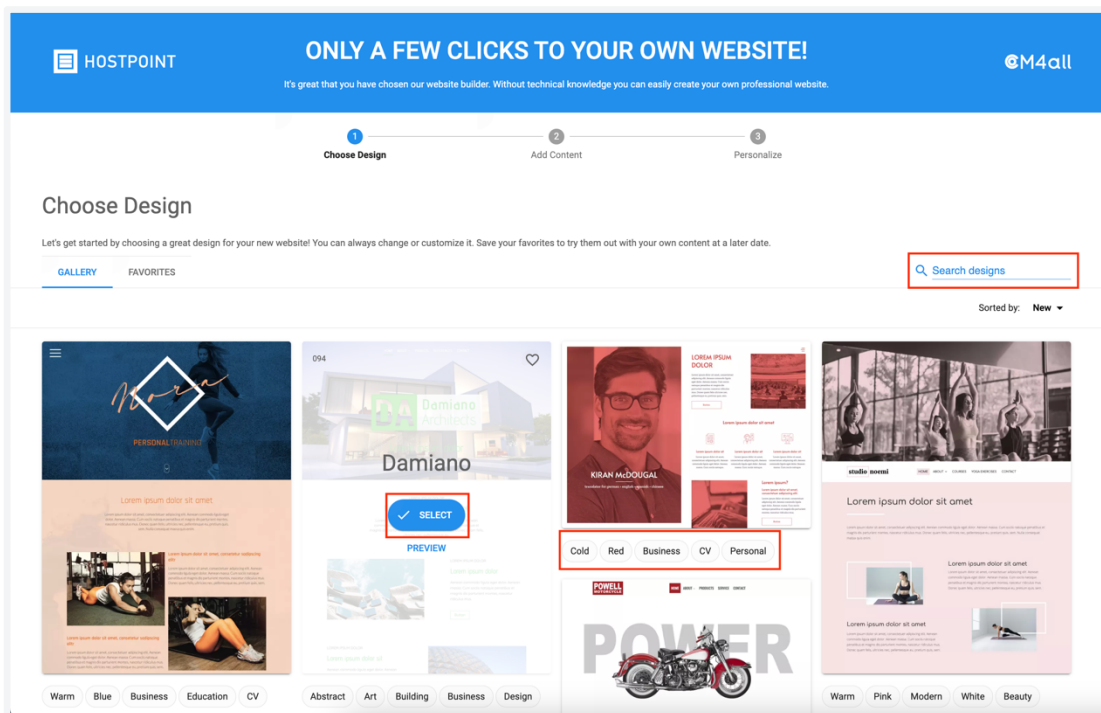
You can now decide whether you want to import the content of your web-o-mat website (see chapter 2.3) or create a new website from scratch with Sites (see chapter 0).

## 2.3 Import website

If you want to keep your current website, you can import its content into Sites. During the import, the page layout, text, images and links are carried over as far as possible. However, it is not possible to import dynamic content elements (e.g. a guest book).

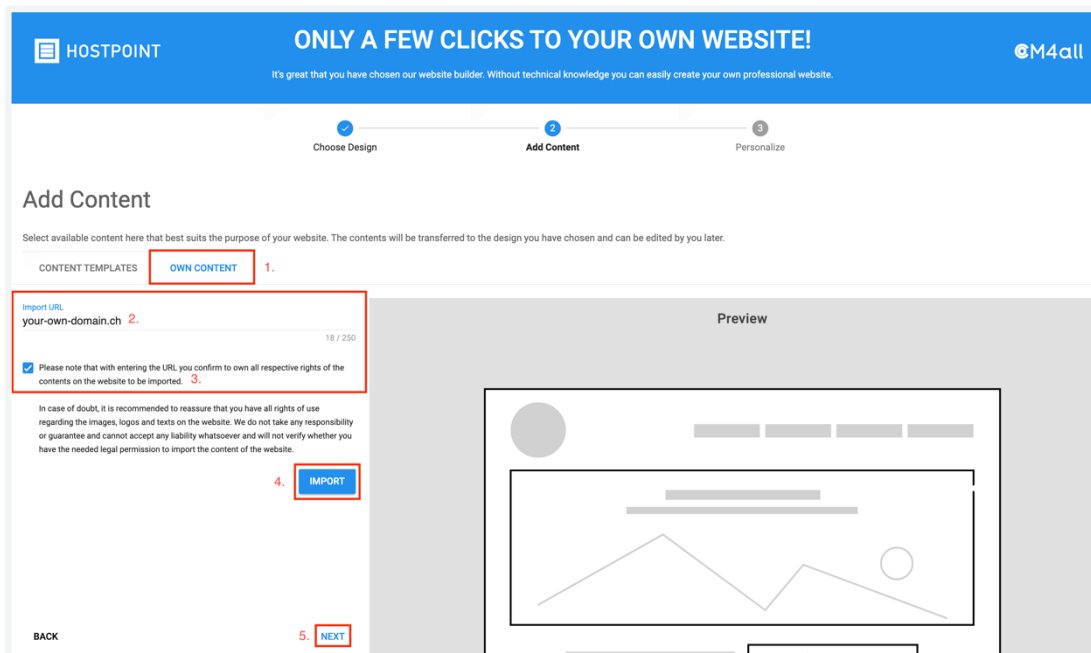
To do this, continue with step 2 in the migration assistant:

1. Choose a design for your website. The design determines your website's basic setup and navigation (e.g. position of the menu). The design can be changed later if required.



**Note:** The text and images in the preview are examples and can be replaced later with your own content. Fonts and colors can also be customized.

2. Once you have found a suitable design, hover over it and click “Select”.  
→ The page “Add content” will open.
3. Switch to the “Own content” tab.



4. Enter the URL of your website (internet address) and confirm that you own the rights to the website.
5. Click on “Import”.  
→ Your website content will be imported. When the import is complete, a message will appear. A preview is **not** displayed.

→ If error messages occur when importing content from your old website, you can contact our support team at [support@hostpoint.ch](mailto:support@hostpoint.ch) or **0844 04 04 04**.

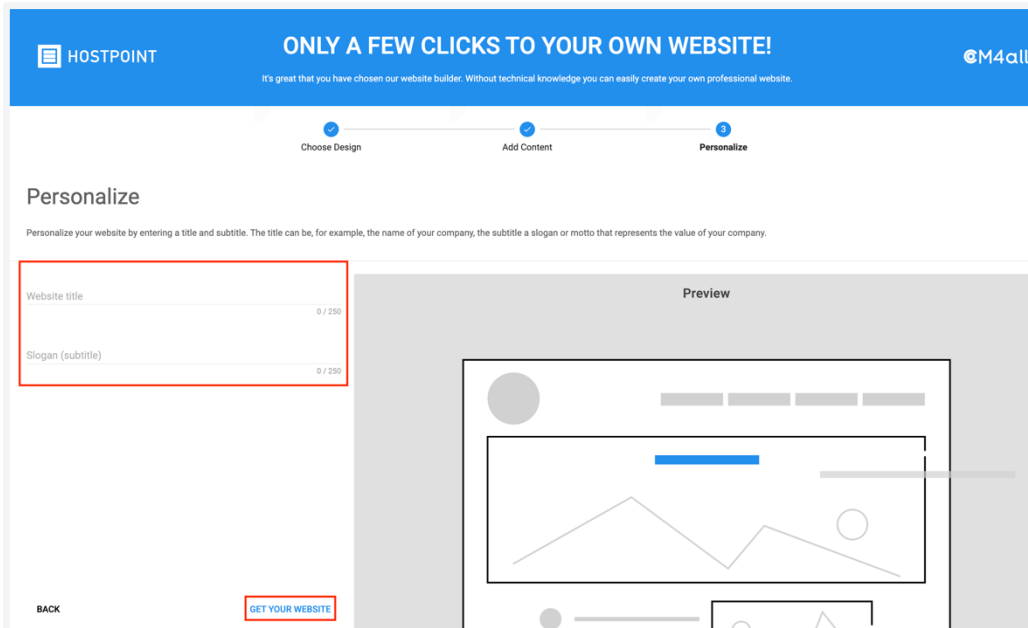
→ Alternatively, you can manually copy your content from your old website to your new Sites website by using one of the templates instead of the import tool.

6. Click “Next”.

→ The “Personalize” page will open.

7. Enter a title and subtitle for the website.

**Note:** You can also change this information later if required.



8. Click on “Get your website”.

→ The website will be created. You will then be redirected to the Editor.

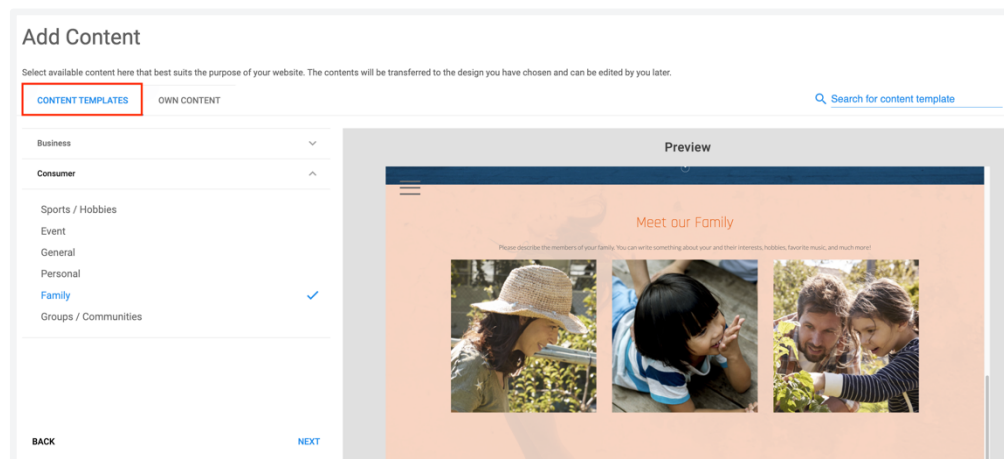
Your website has been imported into Sites. You can now continue editing your website.

Follow the instructions in chapter [2.5](#).

## 2.4 Create new website

The switch from web-o-mat to Sites can also be used as an opportunity to re-create your website from scratch. To do this, follow the instructions in chapter 2.3 with the following exceptions:

- It is not necessary to enter the URL of your previous website.
- **Steps 4-6:** Stay in the “Content templates” tab.
  - Choose a suitable theme (e.g. Real Estate, Cinema, Family) for your new website. Suitable matching content such as pages, text and images will now be generated, which you can later overwrite, delete and modify as required.
  - In the preview, you can view the default content generated and navigate through the website using the menu.



- Next, carry out **steps 7–9** in chapter 2.3.

Your website has been created. You can now edit your website directly in the Sites administration interface (see chapter 2.5).

## 2.5 Edit website


After you have imported your website into Sites or created a new website, you can edit it.

### Imported website

1. Check page layout, text and media
2. Insert content elements
3. Customize design (fonts, colors)
4. Change settings

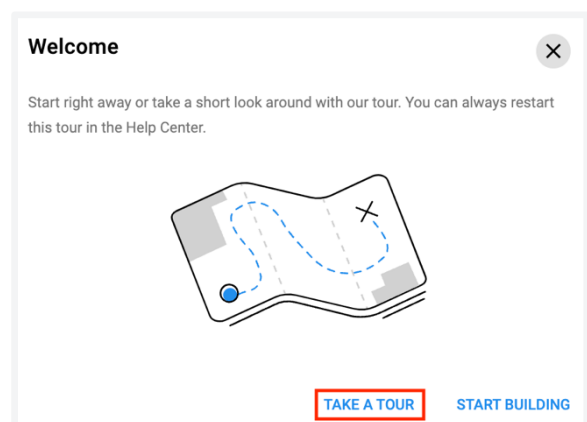
### New website

1. Customize design (fonts, colors)
2. Insert logo, cover image and background image
3. Create page layout
4. Insert text
5. Insert media
6. Insert content elements
7. Change settings

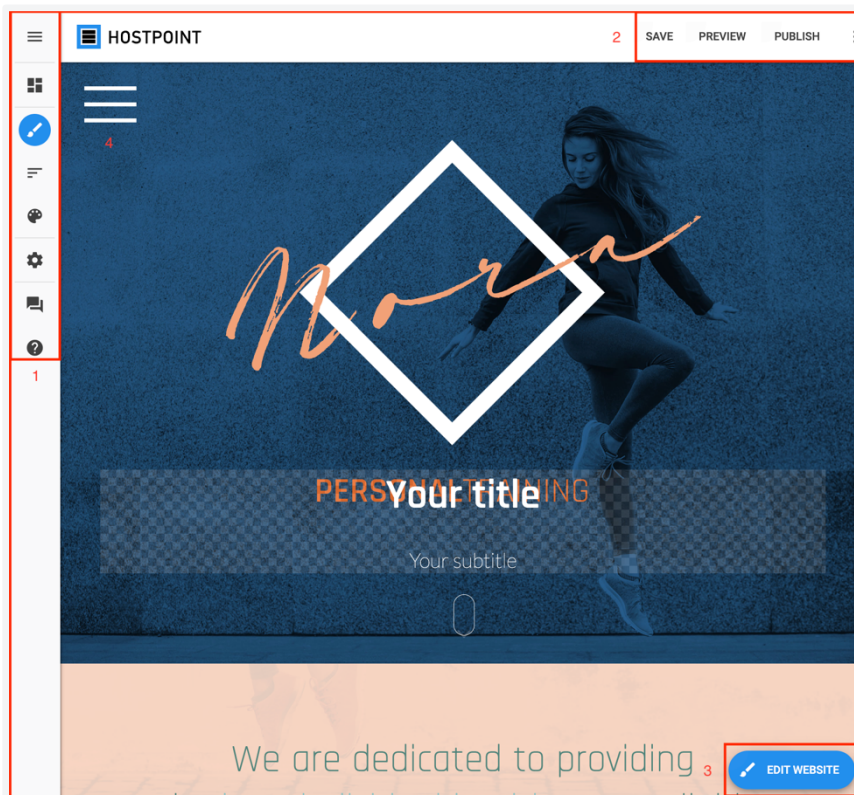
 **Note:** For detailed information about the functions of Sites, see the integrated help tool (see also chapter [1.3](#)).

### 2.5.1 Interactive tour

The first time you open the editor, you will be asked if you want to take a tour. We recommend doing this so that you are familiarized with the setup and functions of Sites.



## 2.5.2 Sites setup



### 1 Main menu

The following menu items can be found here:

- **Dashboard:** Information and statistics about your website
- **Website website:** Select the site you want to edit
- **Website structure:** View and customize website structure
- **Design gallery:** Select other design template
- **Settings:** Change various settings
- **Feedback:** Give feedback on Sites
- **Help:** Access integrated help tool

### 2 Function bar

Here you can save, preview or publish your website. You can log out or access the help tool using the context menu.



### 3 The “Edit website” button

Here you can edit the following elements of the website selected:

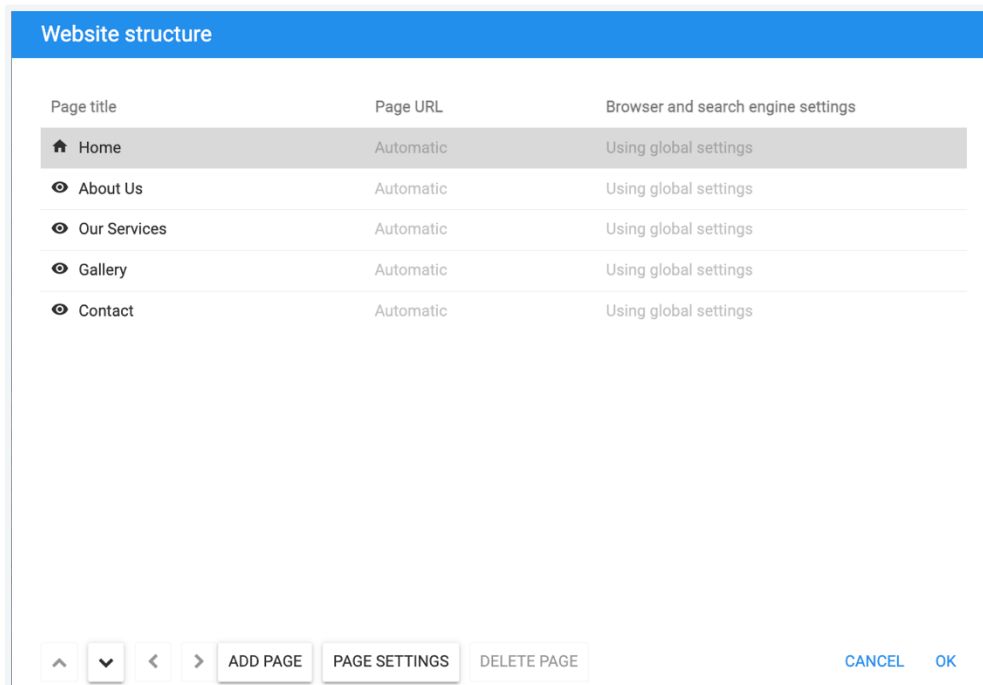
- Fonts
- Design
- Media
- Content elements

### 4 Website area

Here you can see what the website selected will look like after publication. In this area, you can insert and edit your own content.

#### 2.5.3 Website structure

In the “Website structure” menu you can add, edit and delete pages and sub-pages.

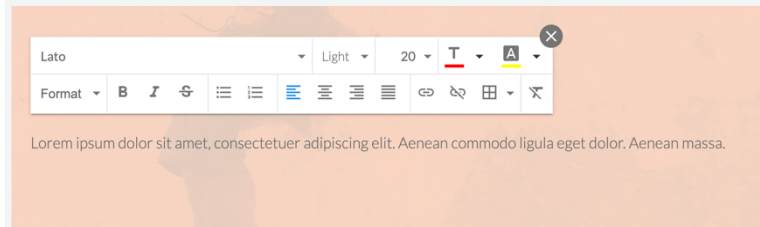


Page title	Page URL	Browser and search engine settings
🏠 Home	Automatic	Using global settings
👁 About Us	Automatic	Using global settings
👁 Our Services	Automatic	Using global settings
👁 Gallery	Automatic	Using global settings
👁 Contact	Automatic	Using global settings

Navigation: ^ v < > ADD PAGE PAGE SETTINGS DELETE PAGE CANCEL OK

## 2.5.4 Text

If you have selected a specific page in the menu under “Edit website,” you can click anywhere in the text and edit it.



**i** **Tip:** Avoid changing fonts and colors directly in the text. Instead, use formatting and change the settings centrally (“Edit website” > “Fonts”/”Style”). This helps create consistency.

### Columns

Working with multiple columns is also possible. To do this, hover over a text and wait a few seconds until a text field with a blue bar appears. Then click the “+” button to add a column.

### Hyperlink

To insert a hyperlink into the text, highlight the corresponding part of the text and click on the chain icon.

**Insert link**

Link type: External website ▼

URL:

Open in new tab

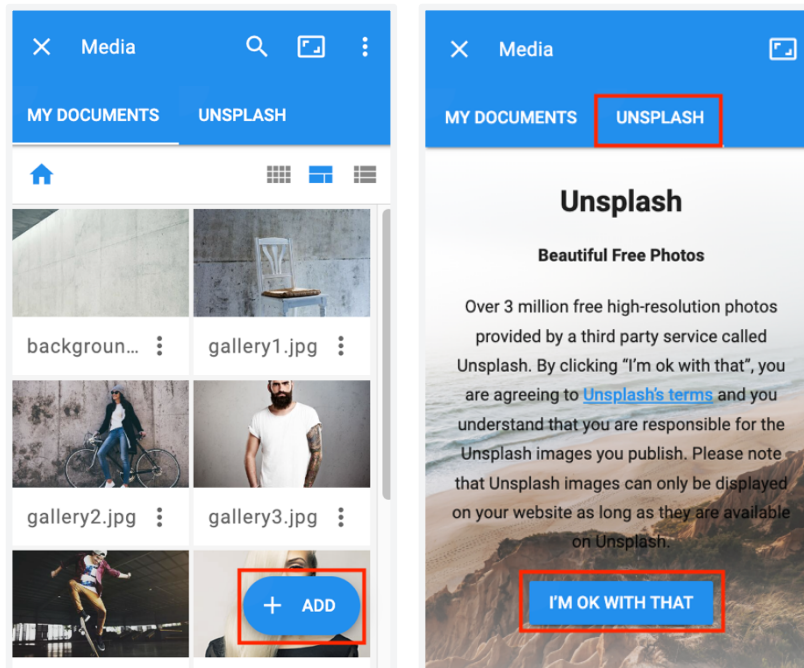
CANCEL
APPLY

You can now select from 4 options:

- **External website:** Link to another website
- **Internal page:** Link to another page of your website
- **File to download:** Link to a file (e.g. PDF). You can upload the desired file directly using “Select file” > “Add.”
- **Email:** Link that opens the visitor’s e-mail program with the prepared text.

## 2.5.5 Media

Using “Edit website” > “Media” you can upload your own media (images, videos, files) or use free images from [Unsplash](https://unsplash.com). The media can be dragged and dropped to the desired location on the page.



## 2.5.6 Content elements

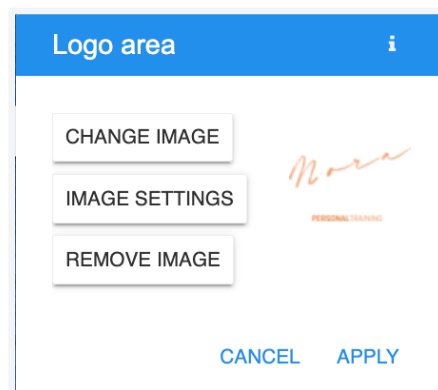
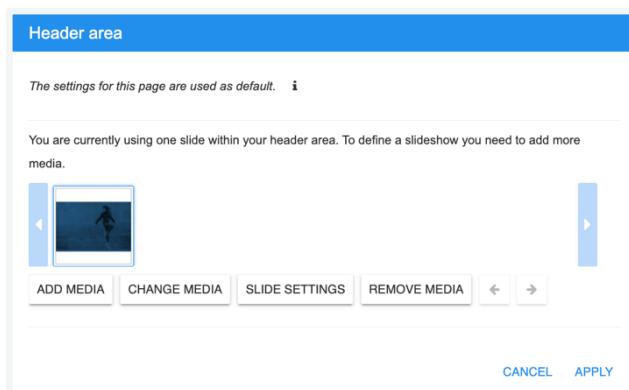
Using “Edit website” > “Content elements” you can add widgets and shortcuts. Widgets are interactive and dynamic elements, e.g. photo slide shows, YouTube videos or contact forms. Widgets can also be dragged and dropped to the desired location on the page.

## 2.5.7 Logo, cover image and background image

**Note:** Individual widgets that existed in web-o-mat (e.g. counter) are not available in Sites. Instead, Sites offers a variety of other widgets. Sites Limited has a smaller widget selection.

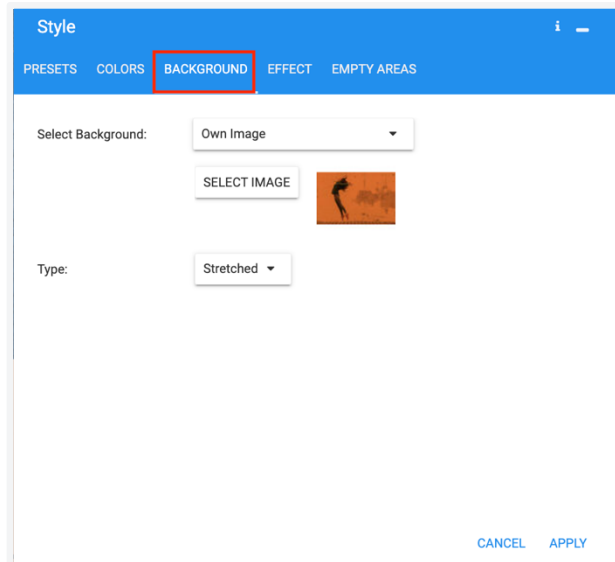
### Logo and cover image

By clicking on the logo or cover image (“main graphic”) on the home page, you can change the two elements and configure the display.



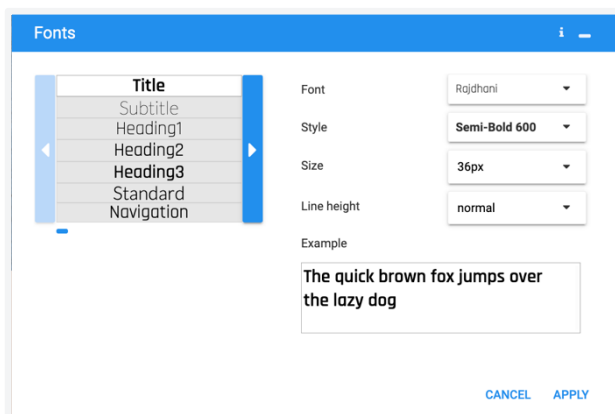
## Background image

The background image can be changed using “Edit website” > “Style” > “Background.”



## 2.5.8 Fonts

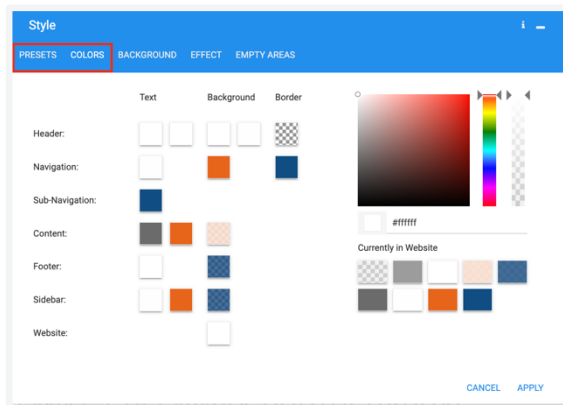
You can set the fonts for your website using “Edit website” > “Fonts.” You can either use predefined font sets or define your own fonts.



**Tip:** Only change font settings here and not directly in the text where possible. This ensures that texts that are the same are formatted in the same way.

## 2.5.9 Colors

You can set the colors for your website using “Edit website” > “Style.” In the “Presets” tab, there are predefined color palettes with coordinated colors. You can select your own colors in the “Colors” tab.



**Note:** Only change color settings here and not directly in the text where possible. This ensures that texts that are the same are formatted in the same way.

## 2.5.10 Show preview

You can preview your website at any time by clicking on “Preview” on the top right. The preview is then opened in a new browser tab.

The preview is interactive – you can navigate through the website and use all of its functions. To see what your website will look like on different devices, you can switch between desktop, tablet and smartphone, and portrait and landscape mode at the top.

Close the tab to exit the preview and return to the editor.

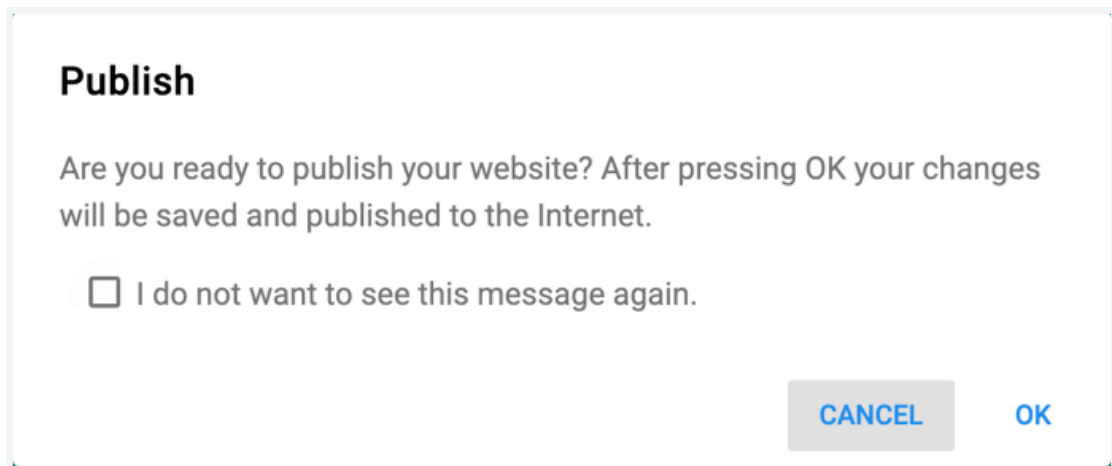


## 2.6 Publish website

You can publish your website once you have finished editing it.

Follow these steps:

1. Click “Publish” in Sites on the top right.  
→ *A pop-up will open.*
2. Click on “OK” to confirm.  
→ *The website will be published. Once complete, a message will appear with the URL of your website and a QR code.*



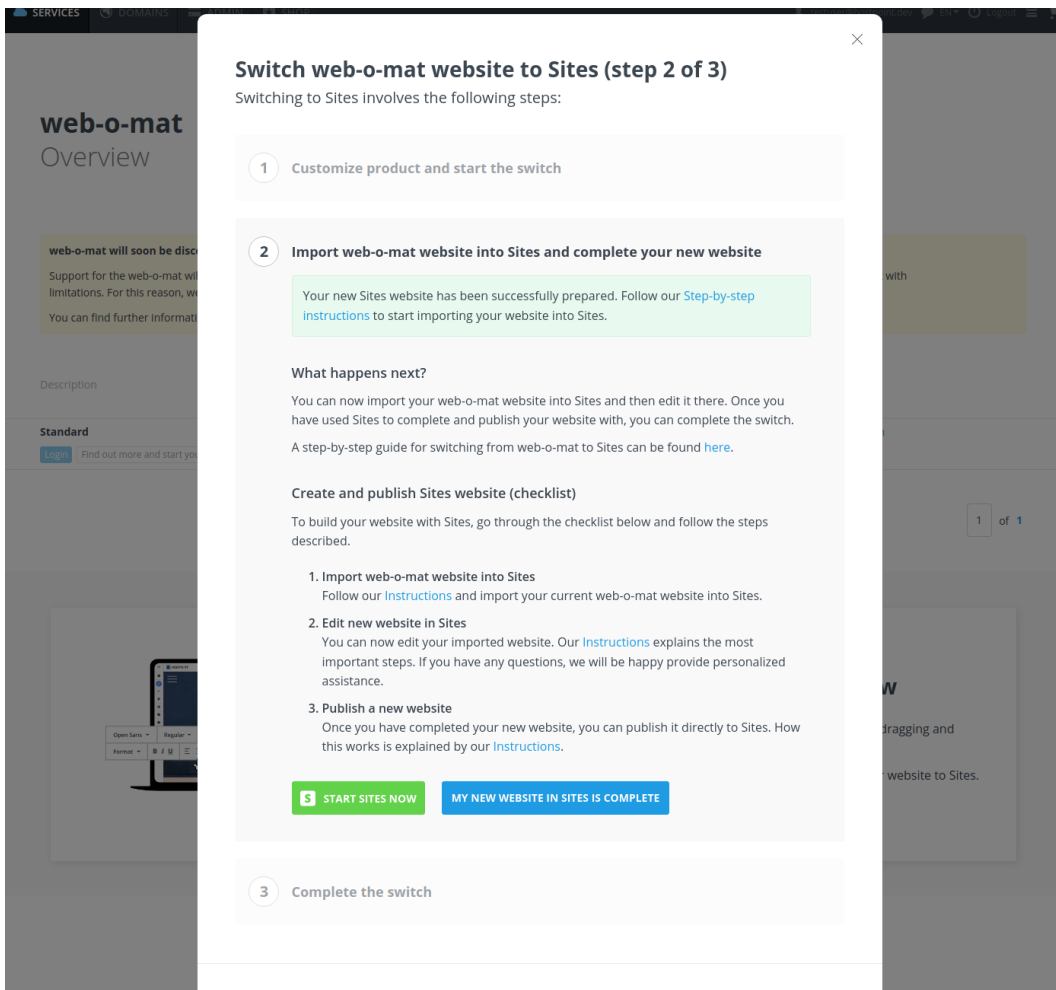
3. Click “OK” again to close the window.  
→ *Your website has been published.*

## 2.7 Complete the switch

- Have you imported the content of your previous website into Sites (see chapter 2.3) or built a completely new website with Sites (see chapter 0)?
- Have you finished editing your website (see chapter 2.5)?
- Have you published your website (see chapter 2.6)?

If the answer to all of these questions is “yes,” it’s time to complete the switching process from the old web-o-mat website to your new Sites website. Follow these steps:

1. Go back to the web-o-mat settings page in the [Hostpoint Control Panel](#). The window will probably still be open in your browser. If not, you can find the page in the Control Panel by choosing “Websites” > “web-o-mat” from the menu



**Switch web-o-mat website to Sites (step 2 of 3)**

Switching to Sites involves the following steps:

- 1 Customize product and start the switch
- 2 **Import web-o-mat website into Sites and complete your new website**

Your new Sites website has been successfully prepared. Follow our [Step-by-step instructions](#) to start importing your website into Sites.

**What happens next?**

You can now import your web-o-mat website into Sites and then edit it there. Once you have used Sites to complete and publish your website with, you can complete the switch. A step-by-step guide for switching from web-o-mat to Sites can be found [here](#).

**Create and publish Sites website (checklist)**

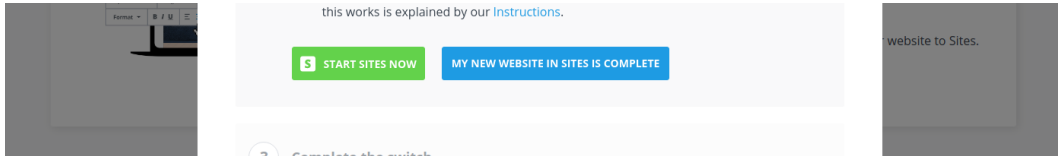
To build your website with Sites, go through the checklist below and follow the steps described.

  1. **Import web-o-mat website into Sites**  
Follow our [Instructions](#) and import your current web-o-mat website into Sites.
  2. **Edit new website in Sites**  
You can now edit your imported website. Our [Instructions](#) explains the most important steps. If you have any questions, we will be happy provide personalized assistance.
  3. **Publish a new website**  
Once you have completed your new website, you can publish it directly to Sites. How this works is explained by our [Instructions](#).

**START SITES NOW** **MY NEW WEBSITE IN SITES IS COMPLETE**
- 3 Complete the switch

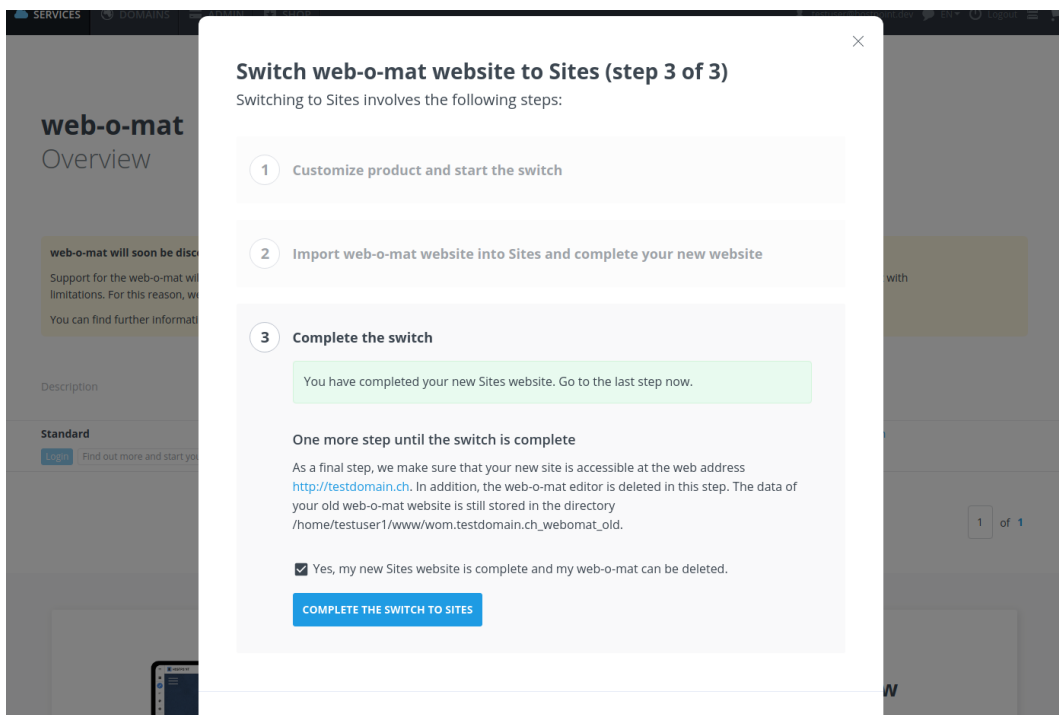


- Click on the “My new website in Sites is complete” button.



- Now confirm in step 3 that your new website is complete in Sites and that the web-o-mat can be deleted by checking the relevant box. Next, click on the “Complete switch to Sites” button.

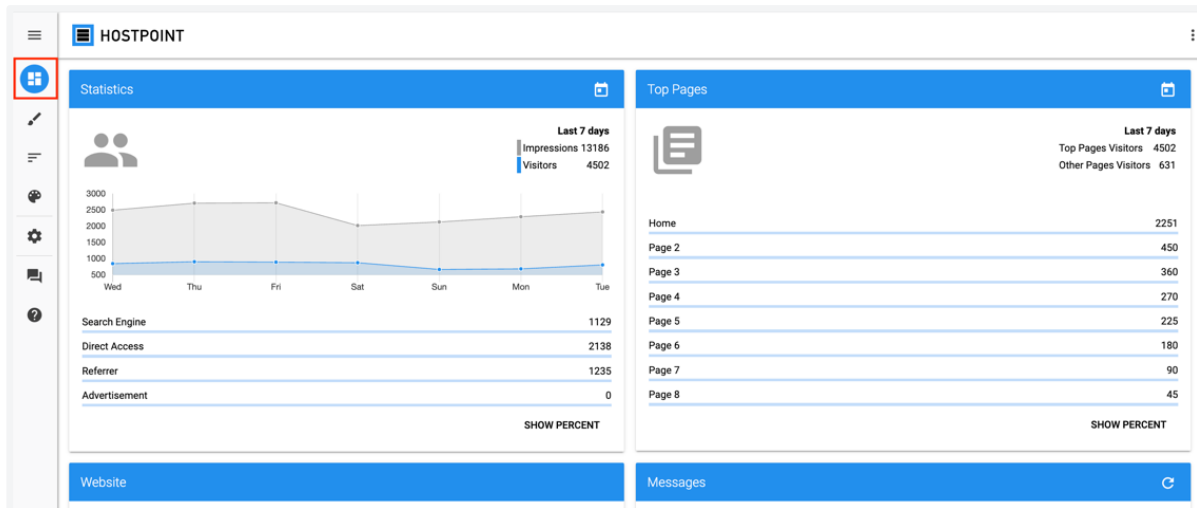
→ This will exit you from the Migration Assistant, and the switch will be complete.



Your new Sites website will now be published and accessible via your URL. Web-o-mat will be removed from your Hostpoint Control Panel. Your old website files will be retained in the previous directory.

## 2.8 After publication

Once your new Sites website has been published and accessed by your visitors, useful information will be displayed on the Sites dashboard, e.g. the number of visitors and the most popular pages. The dashboard also contains messages, e.g. queries sent via the contact form.



If you want to take your website offline, you can do this under “Settings” > “General” > “Online status.”

**Online Status**

Here you can deactivate your website (i.e. take it offline). Visitors will then only see a text message on a blank page.

**Website status**

[Offline message](#)  
This website is currently offline.