How to Manage DNS Records in WebOps

Domains & Publishing · https://thewebops.com/help-center/domains-publishing/how-to-manage-dns-records-in-webops/

After your domain becomes Active in WebOps, you can manage DNS records directly from your dashboard.

This guide explains how to add and manage DNS records in WebOps.

Before You Start

Before managing DNS records, make sure:

- the domain status is Active
- the domain is using WebOps nameservers

Domains using external nameservers cannot use WebOps DNS management.

Step 1: Open DNS Management

Log in to your WebOps dashboard:
app.thewebops.com

From the left sidebar:

- Click Domains to open the Domains Portfolio page.
- Locate the domain you want to manage and click the three dots menu next to the domain.
- Then click: **Manage DNS**

You will be redirected to the DNS management page for the selected domain.

Step 2: Add a DNS Record

Inside the DNS management page:

- select the DNS record type
- enter the required values
- click Add Record

WebOps supports multiple DNS record types.

A Record

An A record points your domain to an IPv4 address.

Name	IPv4 Address	TTL
@	192.0.2.1	3600

AAAA Record

An AAAA record points your domain to an IPv6 address.

Name	IPv6 Address	TTL
@	db8::12001	3600

CNAME Record

A CNAME record points one domain or subdomain to another domain.

Name	Target	TTL
www	example.com	3600

MX Record

An MX record is used for email delivery.

Name	Priority	Target	TTL

@	10	mail.example.com	3600

TXT Record

A TXT record stores text-based verification or configuration values.

Name	Value	TTL
@	v=spf1 include:example.com ~all	3600

TXT records are commonly used for:

- email verification
- SPF records
- domain ownership verification

SRV Record

An SRV record defines service configuration information.

Name	Priority	Weight	Port	Target	TTL
_smtp._tcp	10	0	443	sipserver.example.com	3600

Step 3: Wait for DNS Propagation

After adding or updating DNS records:

- changes may take some time to propagate globally
- some services may start working immediately
- other DNS updates may take several minutes or hours

Propagation time depends on:

- DNS caching

- your internet provider
- the record type

Important Notes

- DNS records only work when the domain uses WebOps nameservers
- Incorrect DNS records may affect your website or email services
- Some DNS changes may require propagation time before becoming active
- TXT and MX records are commonly used for email services
- SRV records are usually used for advanced service configurations