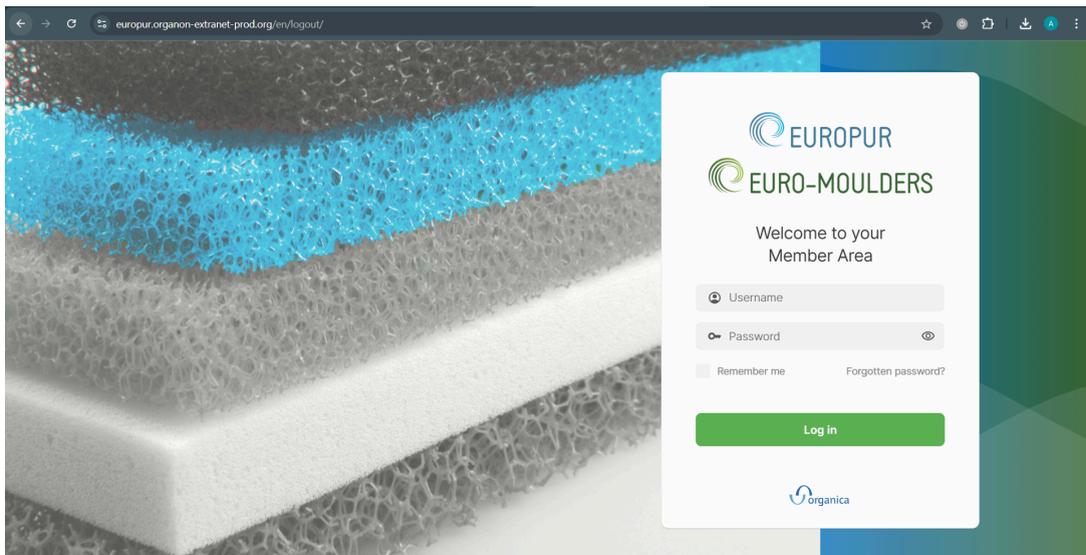
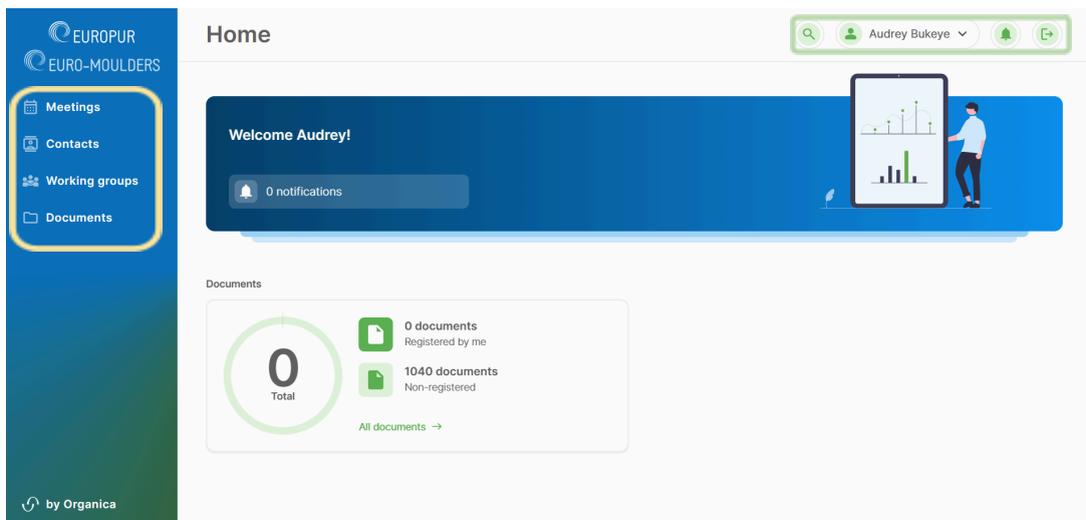


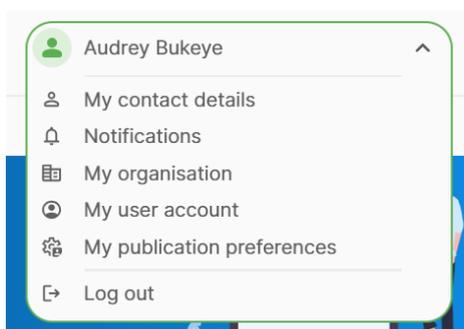
EUROPUR & EURO-MOULDERS Extranet Guide - 2025



This is the **log-in screen**. Your log-in information was sent to you via automatic email. Your username is “*firstnamelastname*”.

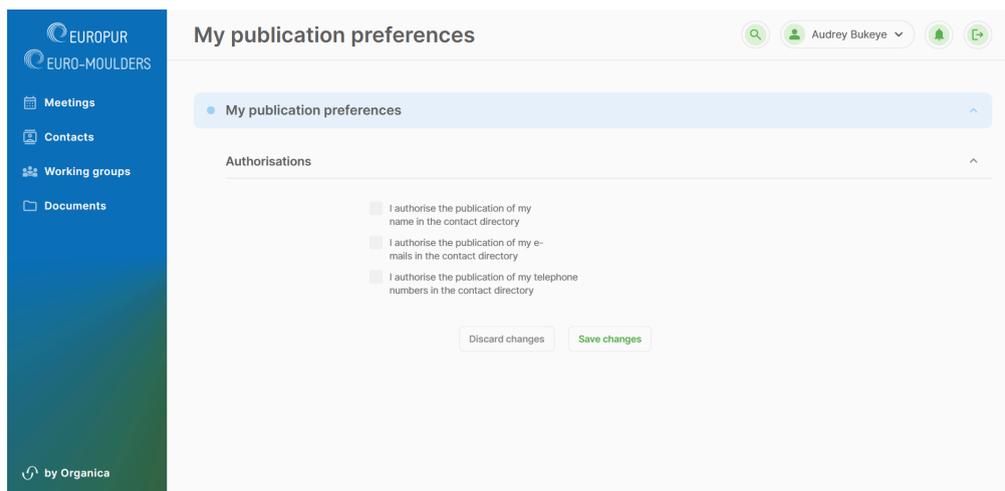


This is your **home screen**. On the left, you have **tabs**. On the top right, you have a **search button for the whole site (1)**, **profile parameters (2)**, **notifications (3)** and the **log-out (4)** buttons.

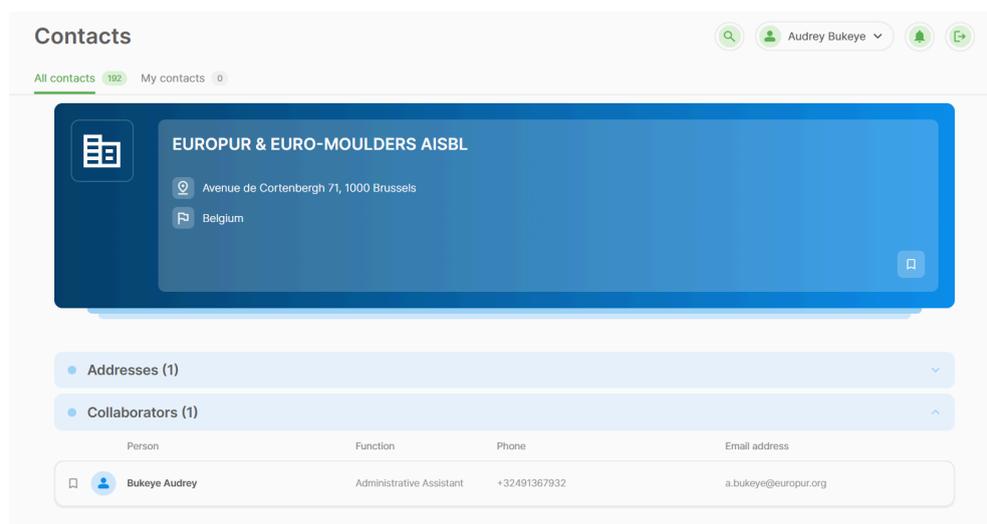


In the profile parameters, when you go to “**My contact details**”, you will see an overview of your contact information. This is also where you will be able to notify us of any changes in email, phone number, job title, etc...

“My user account” is where you can change your password.



“My publication preferences” is where you can choose if you want to be listed on the **“Contacts”** tab. By default, you are not listed unless you select this option. You can choose to make your name visible (or not) to other EUROPUR/EURO-MOULDERS members on the list of contacts, as well as your email and telephone number.



If you click on a company’s name in the **Contacts** tab, you will see all the registered employees who allowed for their information details to be displayed on the extranet (name, function, email, telephone number).

Contacts 🔍 👤 Audrey Bukeye ▾ 🔗

All contacts 180 My contacts 1

🔍 Search

🔖	Name ▾	Organisation ▾	Function ▾	Email
📌	 Andrasek Damir	EUROPUR & EURO-MOULDERS AISBL	Communications Officer	d.andrasek@europur.org
🔖	 Aramis s.r.l	Aramis s.r.l		
🔖	 Arxada	Arxada		

Contacts 🔍 👤 Audrey Bukeye ▾ 🔗

All contacts 180 My contacts 1

🔍 Search

📌	Name ▾	Organisation ▾	Function ▾	Email
📌	 Andrasek Damir	EUROPUR & EURO-MOULDERS AISBL	Communications Officer	d.andrasek@europur.org

If you click on the bookmark icon next to a contact, you will add it to the “My contacts” section, where you will be able to find your favourite organisations and individuals all in one place.

Contacts 🔍 👤 Audrey Bukeye ▾ 🔔 🔗

All contacts 192 My contacts 0

You don't have access to this page.

If you click on a person’s name and this appears, this simply means the person has not allowed for their information to be displayed on the extranet.

Meetings

All meetings 1 My meetings 1

Next meeting

Friday
24 Jan.

Meeting Example

- 10:00 - 12:00
- Test Building
- Meeting face-to-face

Next meetings: 1

Friday
24 Jan.

Meeting Example

- 10:00 - 12:00
- Test Building
- Meeting face-to-face

I am invited

Meetings

All meetings 1 My meetings 1

Registration - Not answered

Participation

Type of participation

Comments

Cancel

Confirm

Participation

- I will participate alone
- I will participate with a guest
- I will not participate and do not wish to be replaced
- I will not participate but I would like to be replaced

Type of participation

- Face-to-face meeting

Meetings

All meetings 1 My meetings 1

Next meeting

Friday
24 Jan.

Meeting Example

- 10:00 - 12:00
- Test Building
- Meeting face-to-face

Next meetings: 1

Friday
24 Jan.

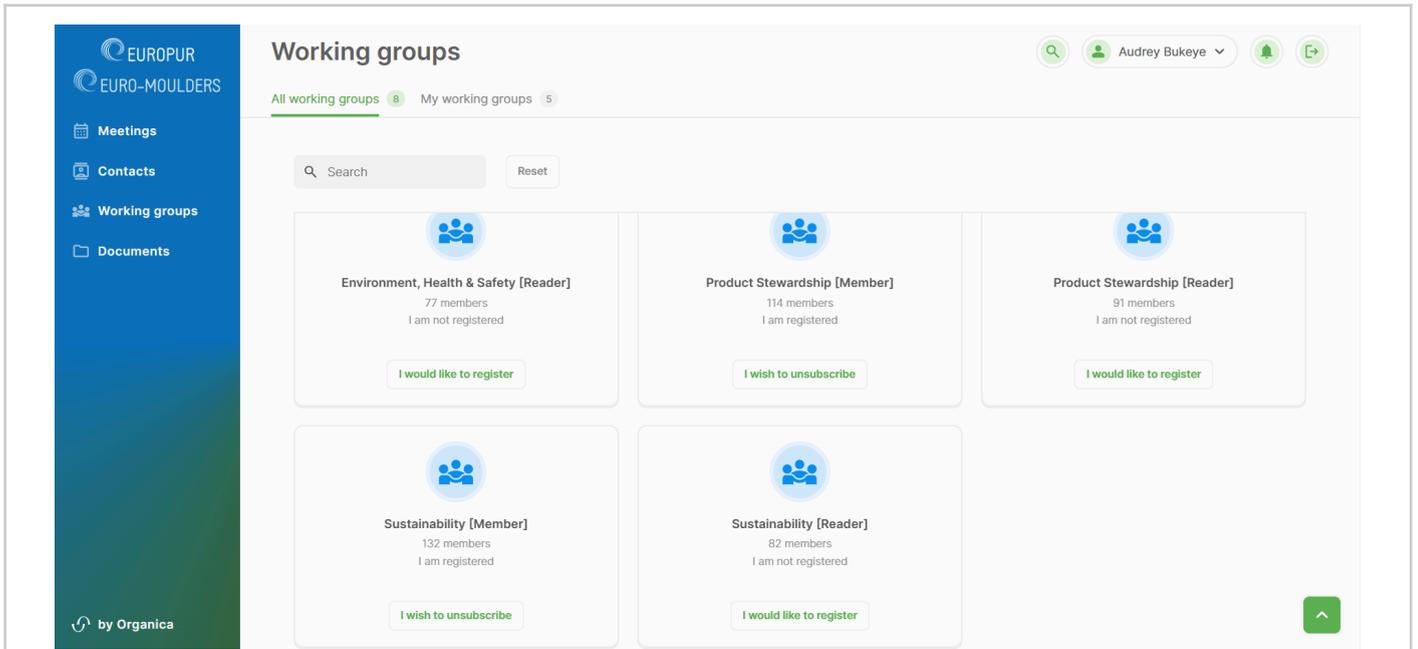
Meeting Example

- 10:00 - 12:00
- Test Building
- Meeting face-to-face

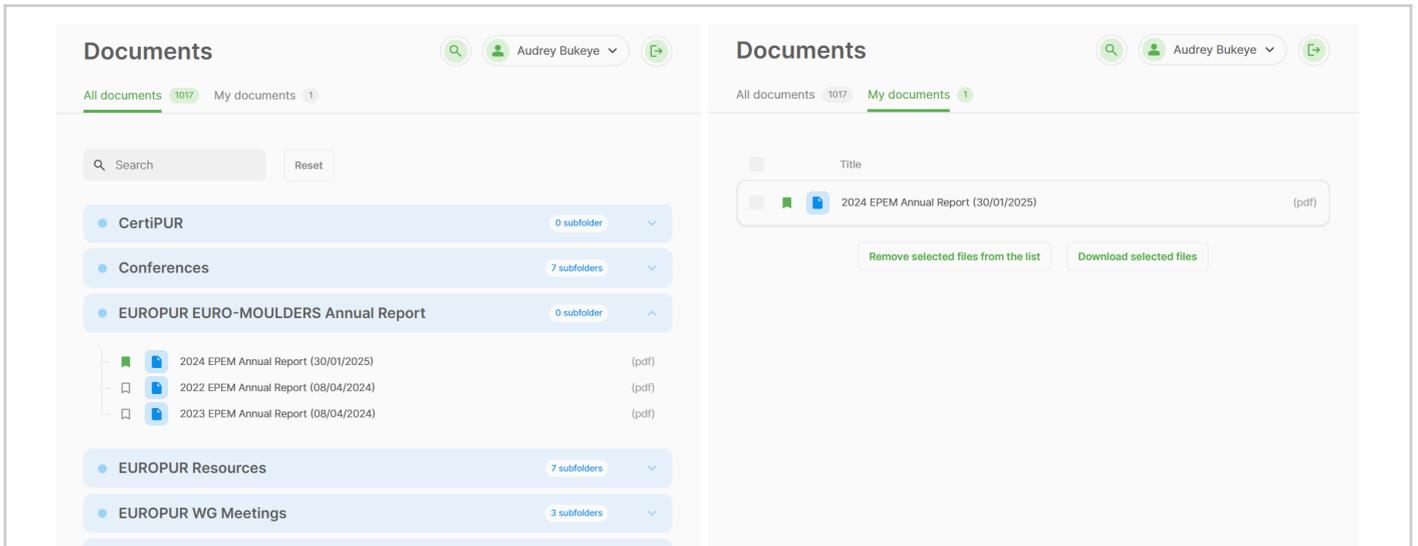
I will participate

The extranet is also now the only place to register for a meeting (like Working Group Meetings). In the **Meetings tab**, you can see which meetings you have been invited to, whether you have already registered or not, confirm your registration or inform us of your absence and a list of all your upcoming and past meetings. If after confirming your registration, you change your mind, you can simply click on the meeting and change your answer accordingly.

“All meetings” comprises all meetings posted on the extranet while “My Meetings” is for the meetings you have personally been invited to.



In the **Working Groups tab**, you are able to request to be added/removed from a Working Group’s list (upon validation from the secretariat). If you are part of a Working Group, you can see its list of members, linked documents and next meetings. “All working groups” comprises all groups while “My working groups” is for the ones you are a part of.



In the **Documents tab**, you will be able to access and download all the files from the EUROPUR/EURO-MOULDERS extranet. If you click on the bookmark icon next to a file, you will add it to the “My documents” section, where you will be able to find your favourite documents all in one place.