## **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"*.

<ul> <li>Meetings</li> <li>Contacts</li> <li>Working groups</li> </ul>	Welcome Audrey!	din.
	Documents  O documents Registered by me  Total  Non-registered  Alt documents →	
ပ္ပာ by Organica		

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. <u>This is also where you will be</u> <u>able to notify us of any changes</u> in email, phone number, job title, etc...

"My user account" is where you can change your password.

C EUROPUR EURO-MOULDERS	My publication preferences	Q 2 Audrey Bukeye 🗸	Ð
Meetings	My publication preferences		
Contacts Working groups	Authorisations		^
Documents	l authorise the publication of my name in the contact directory     lauthorise the publication of my e- mails in the contact directory     lauthorise the publication of my telephone numbers in the contact directory     Discard changes     Save changes		

"**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.

All contacts 192 My contacts 0			Audrey Bukeye 🗸	
EUROPUR & EURO-	MOULDERS AISBL			
Addresses (1)				
Collaborators (1)				
Person	Function	Phone	Email address	
D Bukeye Audrey	Administrative Assistant	+32491367932	a.bukeye@europur.org	

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).

				Audrey Bukeye V
contacts	180 My contacts 1			
<b>९</b> Search				
	Name ~	Organisation ~	Function ~	Email
	Andrasek Damir	EUROPUR & EURO-MOULDERS AISBL	Communications Officer	d.andrasek@europur.org
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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.

C EURO-MOULDERS	working groups		
🗮 Meetings	All working groups 8 My working groups 5		
Contacts	Q Search Reset		
🎎 Working groups			
Documents			
	Environment, Health & Safety [Reader] 77 members I am not registered	Product Stewardship [Member] 114 members I am registered	Product Stewardship [Reader] 91 members I am not registered
	I would like to register	I wish to unsubscribe	I would like to register
	**	**	
	Sustainability [Member]	Sustainability [Reader]	
	132 members I am registered	82 members I am not registered	
တ် by Organica	I wish to unsubscribe	I would like to register	^

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.

Documents	Q 🔹 Audrey Bukeye 🗸 🕞	Documents	Q 🛃 Audrey Bukeye 🗸 🕞
All documents 1017 My documents 1		All documents 1017 My documents 1	
Q Search Reset		Title	
CertiPUR	0 subfolder 🗸 🗸	2024 EPEM Annual Report (30/01/2025)	(pdf)
Conferences	7 subfolders 🗸 🗸	Remove selected files from the list	Download selected files
EUROPUR EURO-MOULDERS Annual Report	0 subfolder		
R         2024 EPEM Annual Report (30/01/2025)           Q         2022 EPEM Annual Report (08/04/2024)           Q         2023 EPEM Annual Report (08/04/2024)	(pdf) (pdf) (pdf)		
EUROPUR Resources	7 subfolders V		
EUROPUR WG Meetings	3 subfolders V		

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.