



## **Cancon extranet user guide**

Administrator user

## General

The Cancon extranet is meant for storing, editing and sharing project documents of each work package. All work packages have their own section or working space in the extranet. Besides this division each work packages' section is divided in two:

- 1) Documents in progress
- 2) Finished documents

The users of Cancon extranet are associated and collaborating partners of Cancon. . There are two kinds of user rights to the extranet: general and administrator users. The general users can search, read and download documents. Administrator (or admin in short) users have administrative rights to documents.

Welcome to Cancon extranet!

## Registration process

In order to login to the extranet you have to first register at Cancon's website

<http://www.cancercontrol.eu/extranet/register/>:

Click Here'."/>

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Cancer Control Joint Action

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WHO WE ARE HOW WE WORK NEWS & EVENTS TOOLS CONTACT INFO EXTRANET

### Extranet registration application

Email Address\*

Email (again)\*

Password\*

Password (again)\*

Firstname lastname\*

Organisation\*

Work package  
01 Coordination

SUBMIT

I have already completed the registration form, but did not receive an email, can you please re-send it [Click Here](#)

Figure 1. Registration page of extranet.

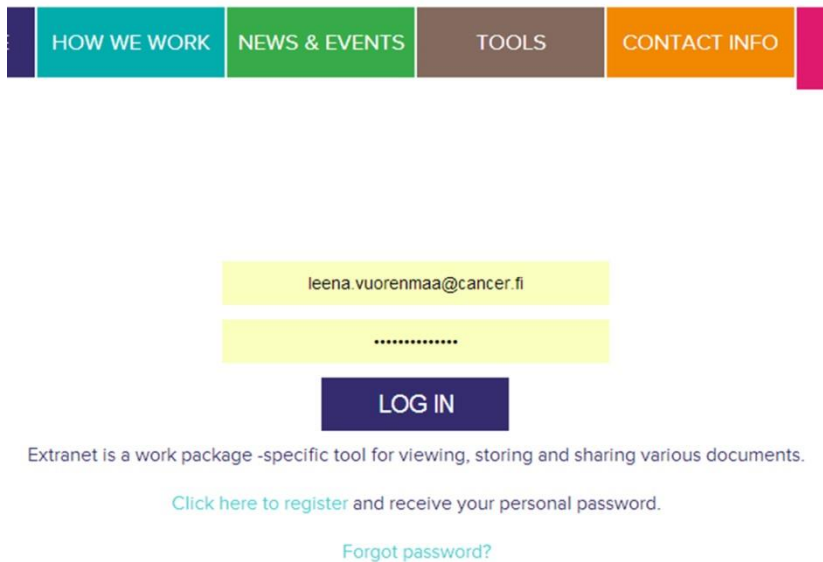
Fill in your email address and set your own password when you register. **NB!** Remember the password and keep it safe, because you are the only person who knows it.

After the registration you will receive a notification by e-mail that you have been granted the access to the extranet. This is usually carried out in couple of work days, except for the holiday season. **NB!** You cannot login into extranet before you have received the e-mail notification.

## Extranet login

After the registration you will receive an e-mail notification that your registration has been accepted.

- 1) Login to the Extranet at <http://www.cancercontrol.eu/extranet/> ; use the email address and the password you set while registering into the system.
- 2) If you forgot or lost your password, click Forgot password? and ask for a new one at the login page.



leena.vuorenmaa@cancer.fi

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LOG IN

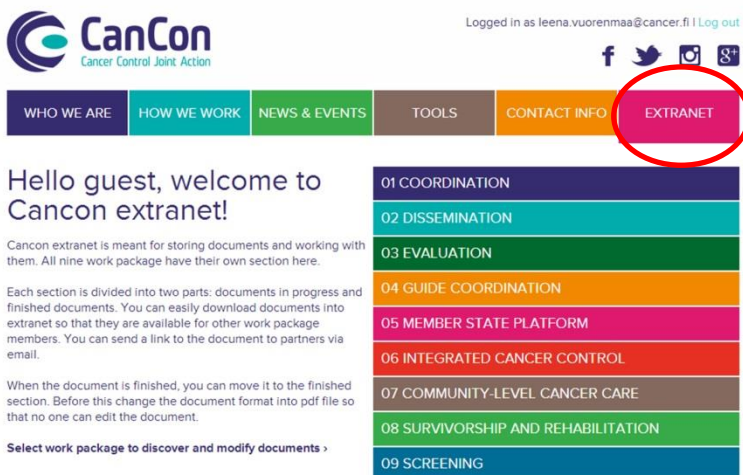
Extranet is a work package -specific tool for viewing, storing and sharing various documents.

[Click here to register](#) and receive your personal password.

[Forgot password?](#)

Figure 2. Login page of extranet.

- 3) After login, the front page of extranet opens, where all the work packages are listed on the right. Choose your work package by clicking the name of it. Each Cancon work package has its own working space in the extranet.
- 4) You can go back to the front page of extranet by clicking extranet in the top navigation panel.



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Logged in as leena.vuorenmaa@cancer.fi | [Log out](#)

WHO WE ARE HOW WE WORK NEWS & EVENTS TOOLS CONTACT INFO **EXTRANET**

Hello guest, welcome to Cancon extranet!

Cancon extranet is meant for storing documents and working with them. All nine work package have their own section here.

Each section is divided into two parts: documents in progress and finished documents. You can easily download documents into extranet so that they are available for other work package members. You can send a link to the document to partners via email.

When the document is finished, you can move it to the finished section. Before this change the document format into pdf file so that no one can edit the document.

[Select work package to discover and modify documents >](#)

- 01 COORDINATION
- 02 DISSEMINATION
- 03 EVALUATION
- 04 GUIDE COORDINATION
- 05 MEMBER STATE PLATFORM
- 06 INTEGRATED CANCER CONTROL
- 07 COMMUNITY-LEVEL CANCER CARE
- 08 SURVIVORSHIP AND REHABILITATION
- 09 SCREENING

Figure 3. The front page of extranet, work packages listed on the right.

5) The working space of the work package is divided in two:

- a. Documents in progress
- b. Finished documents

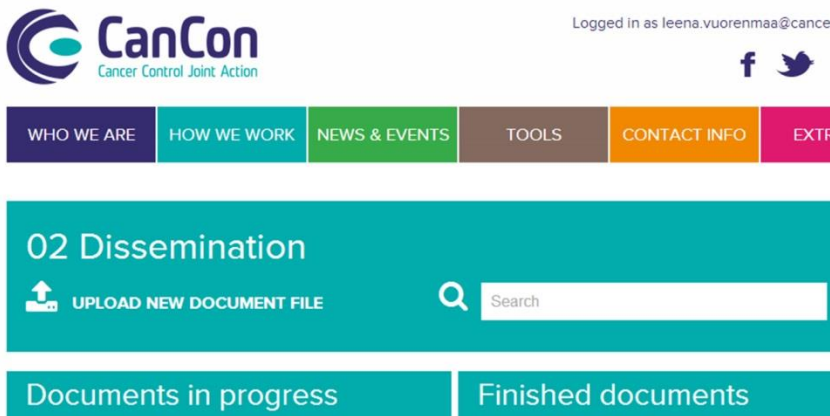


Figure 4. Two sections of work package's working space.

6) In Documents in progress section you can (numbers in brackets refer to image below)

- upload a new document file from your computer into extranet (1);
- the downloaded documents can be sort by two criteria: recently modified and alphabetical order (A-Z) (2);
- the documents can be moved to the Finished documents section by clicking Move to Finished documents button (3);
- download the selected file to your computer (4);
- replace the selected file with a new one from your computer; update file (5);
- send the link to the selected file via email; choose this and the link appears in the box. Copy the link and add it to the email message (6).
- delete the selected file (7).

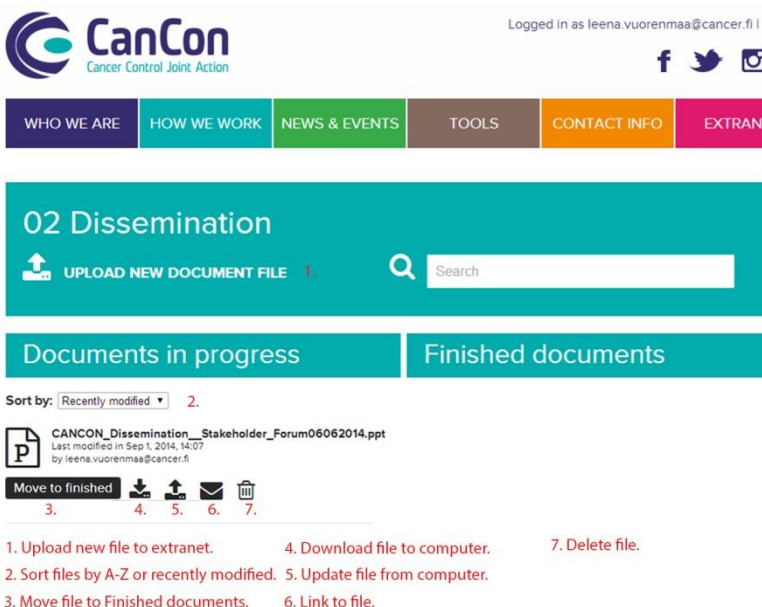


Figure 5. Functionalities of Documents in progress section.

7) When you click Upload new document file (see 1, Figure 5.) another window opens:

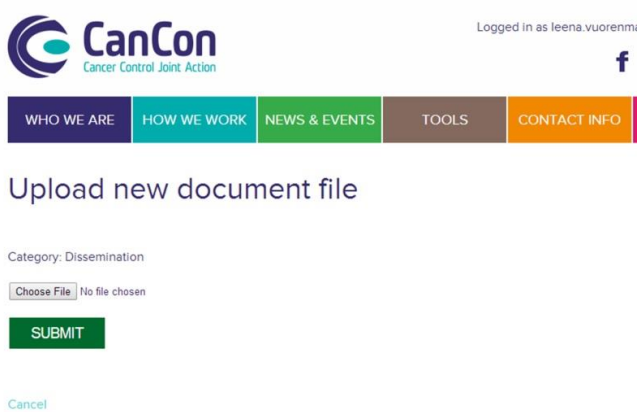


Figure 6. Uploading new document file into extranet.

Next choose a file from your computer by clicking Choose file button, search the right document from your computer and click Submit button last. The file is shown at Documents in progress section and you can start working with it.

8) When the document is finished, you can move it to the Finished documents section by clicking Move to Finished documents button. **NB!** Change the document format into pdf file before this so that no one can edit the document.

9) In Finished documents section you can (numbers in brackets refer to image below)

- move the document back to drafts (1) and continue editing it;
- download the document on your computer (2);
- create a link to the document, choose this and the link appears in the box. Copy the link and add it e.g. to the email message (3).
- delete the document (4).

02 Dissemination

UPLOAD NEW DOCUMENT FILE

Search

Documents in progress | Finished documents

Sort by:

**Cancon\_StakeholderForum06062014\_Participants.pdf**  
Last modified in Aug 26, 2014, 11:35  
by leena.vuorenmaa@cancer.fi

1. 4. Delete file

2. Download file      3. Link to file

Figure 7. Functionalities of Finished documents section.

**NB!** Because the extranet is open for all those users who have been granted access, you can also browse documents in other work package’s working spaces. Be careful when doing this so that you do not delete documents by mistake.

### Log out

Remember to log out after each session. To log out click Log out link on top right corner of the page.

**Contact information:** Cancon dissemination team, [cancon@cancer.fi](mailto:cancon@cancer.fi)

NB! The extranet support team will grant the access to the extranet after registration in couple of work days, except for the holiday season. However, the extranet service may be unavailable for reasons beyond our control. When this happens the users will be notified on the log in page of the extranet.