



Cancon extranet user guide

General users

General

The Cancon extranet is meant for storing 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 have Finished documents' section.

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/>:

CanCon
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.

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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) 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.

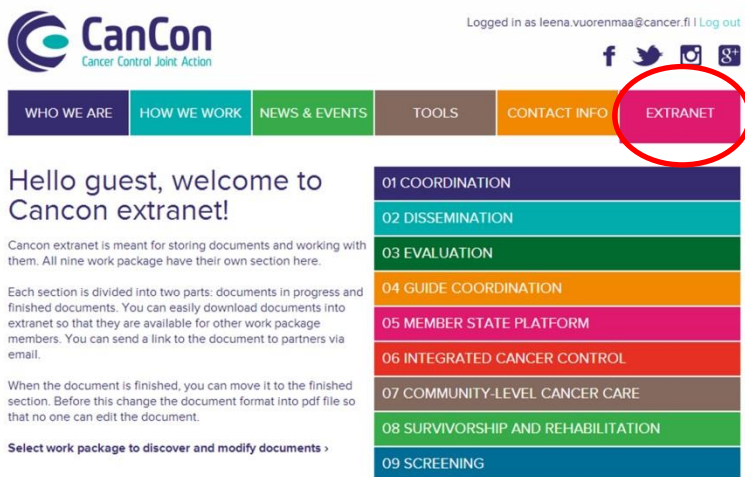


Figure 3. The front page of extranet, work packages listed on the right.

5) The working space of the work package has Finished documents' section:

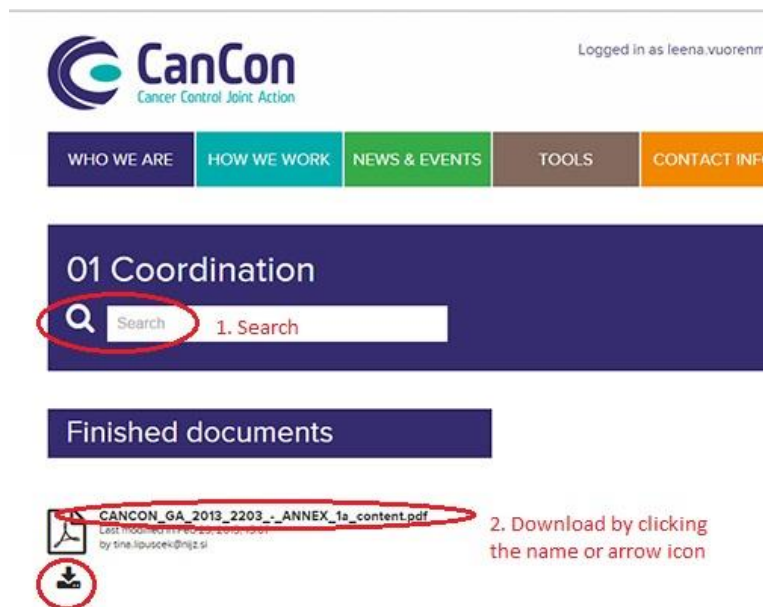


Figure 4. Finished documents' section and its functions.

6) In Finished documents' section you can search for documents, and download them on your computer. You can download documents by clicking the name of the document or the arrow icon below the document.

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

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.