

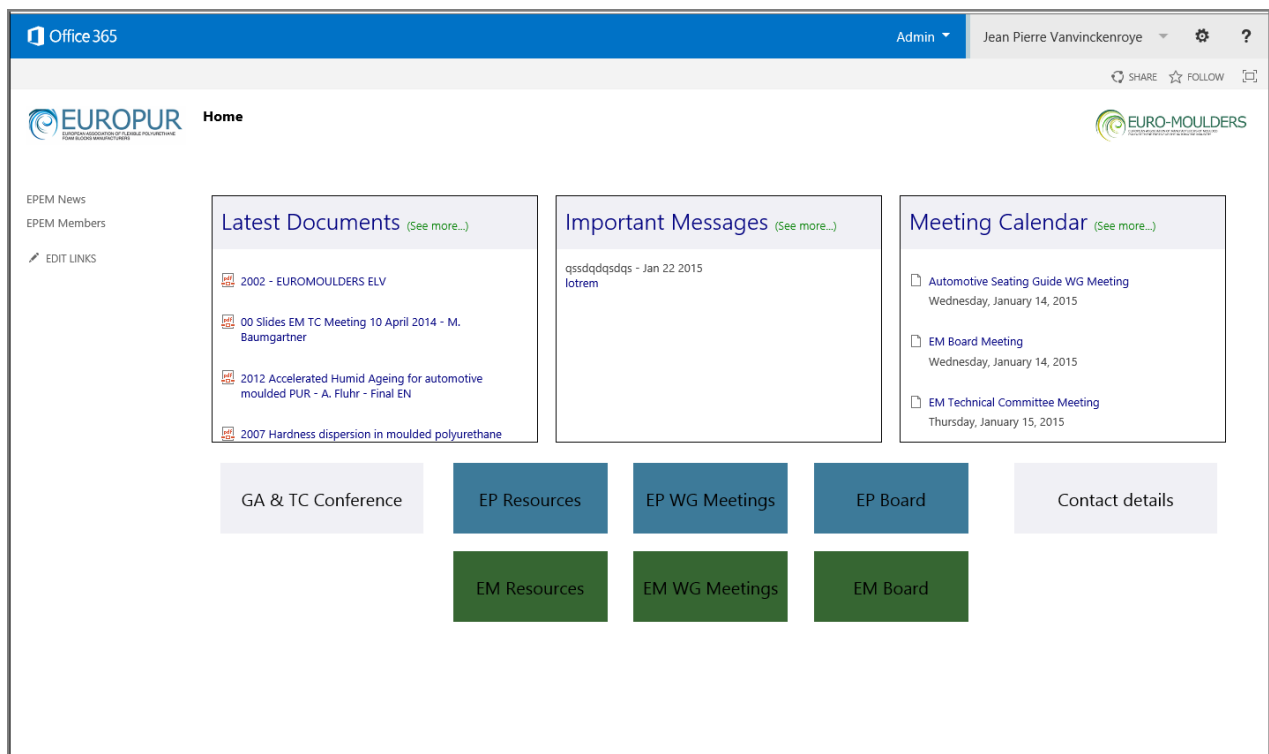
How to use the Europur & Euro-Moulders SharePoint site

If you managed to logon to the site, this is the welcome page that you will see. The page was designed with the aim to be the starting point to the underlying documents.

Everything is highlighted and reachable in one single window.

There are three major sections: “Latest documents”, “Important messages” and “Meeting calendar”

Below these sections a combination of buttons coloured **green** and **blue**, visible if you have the necessary access rights and two buttons in **grey**, visible for everybody.

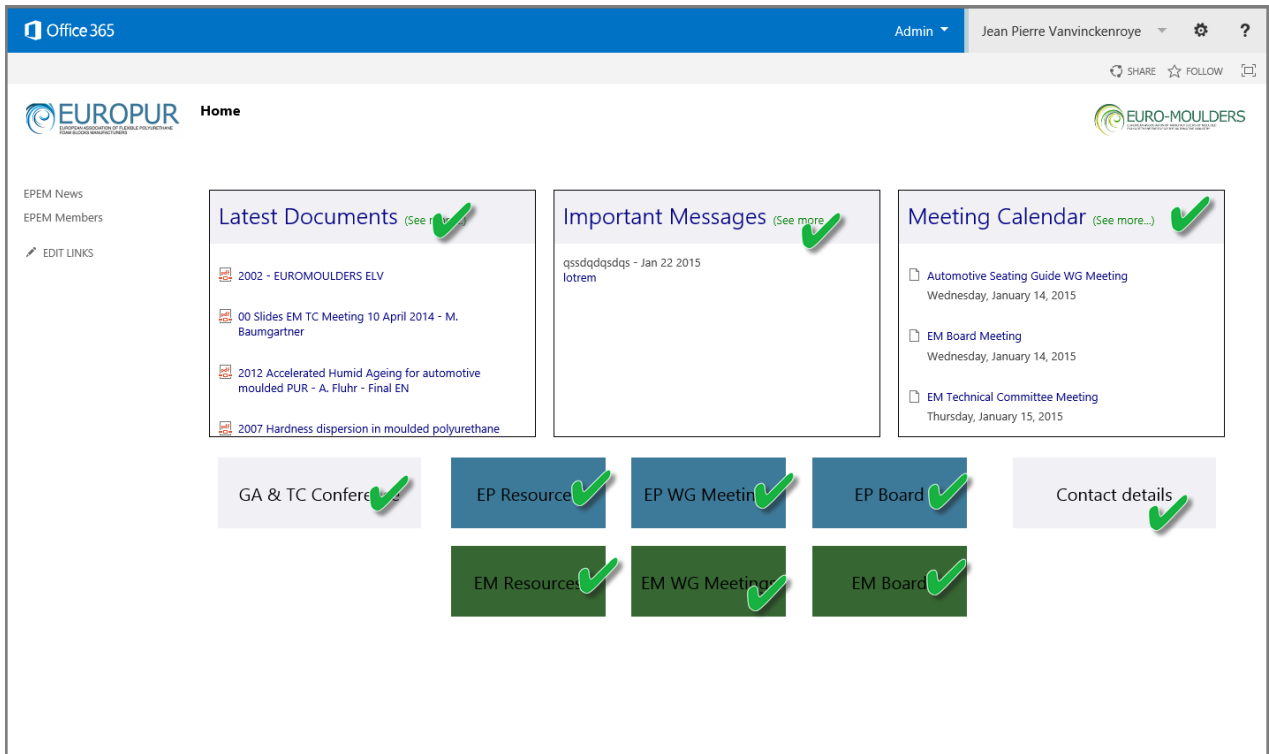


The parts marked with  are links to underlying document structures, see next picture.

In the section “Latest documents” you will find the latest four documents, if you hit the “Latest documents See more”, you will be directed to a page with the latest 20 documents.

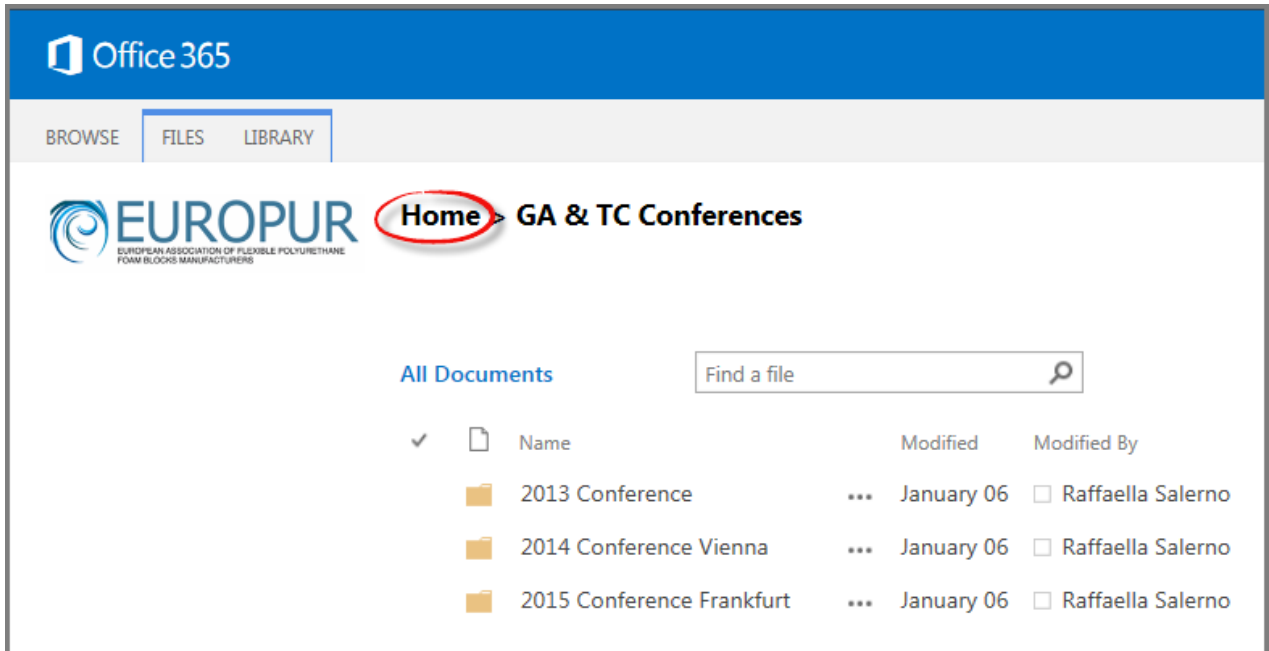
The same principal applies to the other two sections.

Selecting the buttons will bring you to the underlying document structures. The button title explains the underlying documents. “EP Resources” stands for EuroPur Resources documents, EM stands for Euro-Moulders and so on.



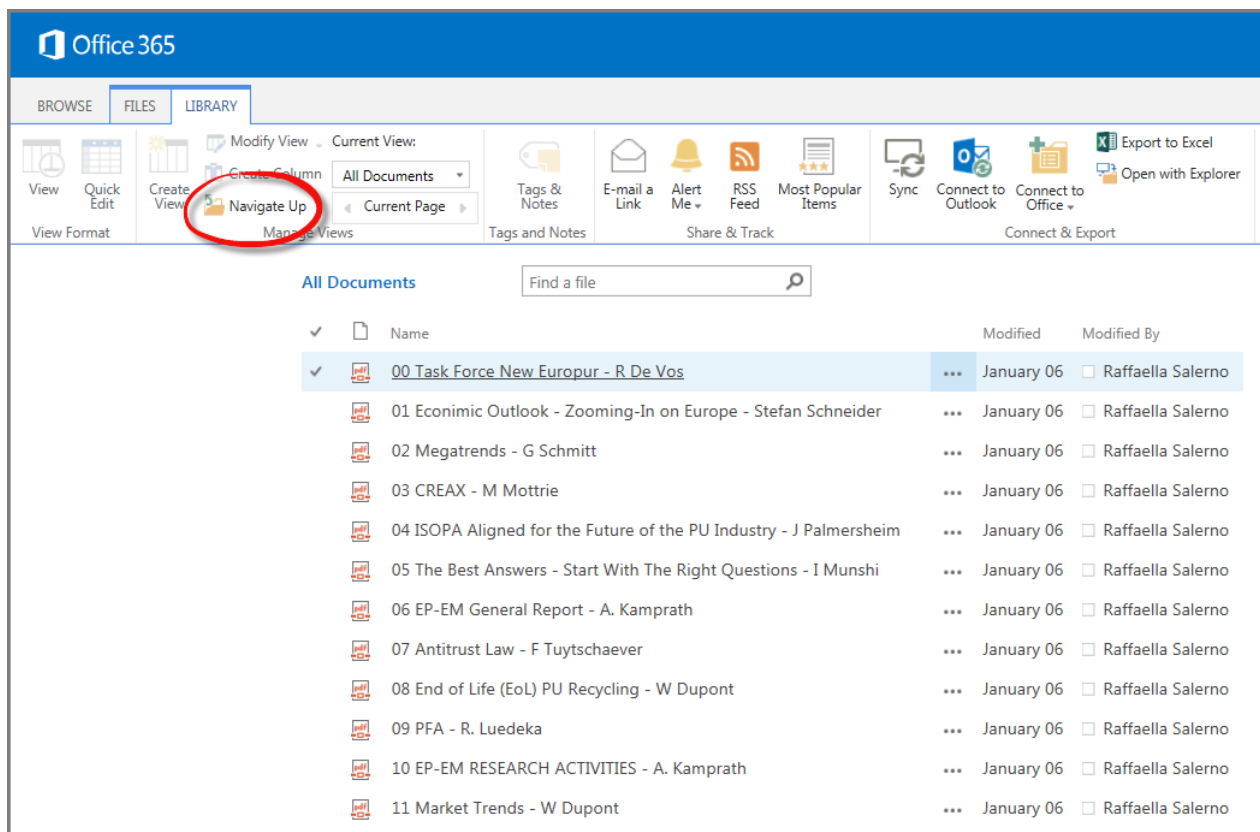
Depending upon the groups that are granted to your user profile more or less buttons will be visible.

As an example we will select the first grey button “GA & TC conferences” and you will see the next screen.



Whenever you need to go back to the main screen just “click” the home button as marked in the red circle.

Below “All documents” you see that the documents are organized in different folders. Selecting them will guide you to the undelaying documents or additional folders.



Once you are navigating in the different folder levels and need to go back one or more levels, you simply have to select the “Library” tab and select the “Navigate up” button as marked in the red circle.

Double clicking a document will open the selected document in the appropriate document viewer. Closing the document will bring you back onto the active site, ready to explore other documents.

If the “Navigate up” button is greyed out, you can select the home link above “All documents” to go back to the main screen.

Important

Most of the documents are published in “Pdf” format, normally everybody should be able to open them or install a pdf-reader locally. For other document types the appropriate document viewers should be installed locally; e.g.; Word, PowerPoint, Visio, Excel and so on.

For unforeseen problems or additional information, please contact:

Raffaella SALERNO

Av. Cortenbergh 71 – 1000 Brussels

Email: r.salerno@europur.org

Tel: +32 (0)2 741 82 81 – Fax: +32 (0)2 736 60 72

www.europur.org