



Role: Panel Lead

Option 1: You want to enrol a patient



Log in

1) Go to : <https://cpms.ern-net.eu/login/>

You can Login to the CPMS ERN through the EU Login Authentication Service.

➔ Login via EU Login

2) Enter your Password

Password

3) Choose one verification method (Need your mobile)

Choose your verification method

EU Login Mobile App PIN Code



4) Click on « **Sign in** »



Sign in

ERN-EYE Helpdesk



Step 1: Enrol a patient and Open a new Panel



The first screenshot shows a navigation bar with the following items: 'Centre' (circled in red), 'ERN', 'Map', a help icon, and a user profile 'ern eye1'. A red arrow points to the second screenshot, which shows a dashboard with 'Enrol Patient' (circled in red) and 'Dashboard' buttons. A second red arrow points to the third screenshot, which shows a patient enrolment form with 'Enrol Patient' (circled in red) and a magnifying glass icon next to it.

1. Enrol a new patient : Click on « **Centre** » in the top right on the page.
2. Then, click on the « **Enrol Patient** » button.
3. You arrive on the « **Enrol Patient** » form and enter the information required.
4. Once completed, click on the « **Enrol Patient** » button.



Step 1: Enrol a patient and Open a new Panel

1. Once the patient is recorded, go to the « **Patient List** » (in the left menu) and select the patient you have just created.
2. Click on the « **Open New Panel** » button.
3. Complete the « **Consultation Request** » form.
4. Click on the « **Create Panel** » button
5. To complete the dataset click on the « **Edit** » button.
6. To save your data click on the « **Save** » button and then on the « **Close** » button and to go to the next step click « **Next** » on the top of the page.





Step 2: Panel Selection



Open



Panel Selection

Optional

Request Additional Data

1

Invite Members

2

Schedule Meeting

Specialty Area: Anterior Segment Rare Eye Diseases

Available Healthcare Professionals	Role	Invite All
EYE_Doctor1_Coordinator	Pathologist	Invite
EYE_Doctor	Surgeon	Invite
Blake_Donn	Ophthalmologist	Invite
HPUserManger Eye	EYE_HPUserManager	Invite
ern_eye1	gffggf	Invite
EYE_Doctor4_EYE_Doctor4_	Surgeon	Invite
Doctor FeelGood	surgeon	Invite

1. To invite members who you want to be part of your panel click on the « **Invite Members** » button.
2. To schedule a meeting choose time and date.



Step 3 : Data Completion



Fill in the data using relevant information about the patient of the panel.



Optional



Request Additional Data

Schedule Meeting



EDIT

ERN-EYE CONSULTATION FORM



Medical Documents

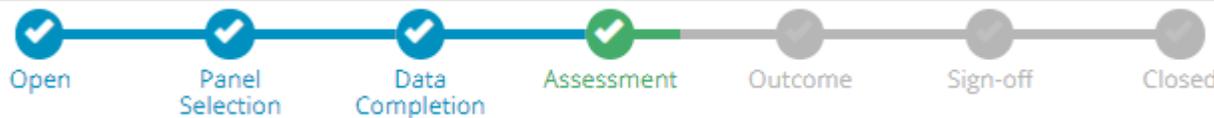
Upload files if necessary



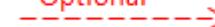
Step 4: Assessment

To give your opinion on the case click the « **Record Contribution** » button.

To record your contribution write an assessment in the free text field or upload a file



Optional



Request Additional Data

Schedule Meeting



Record Contribution

ERN-EYE Helpdesk

Next »



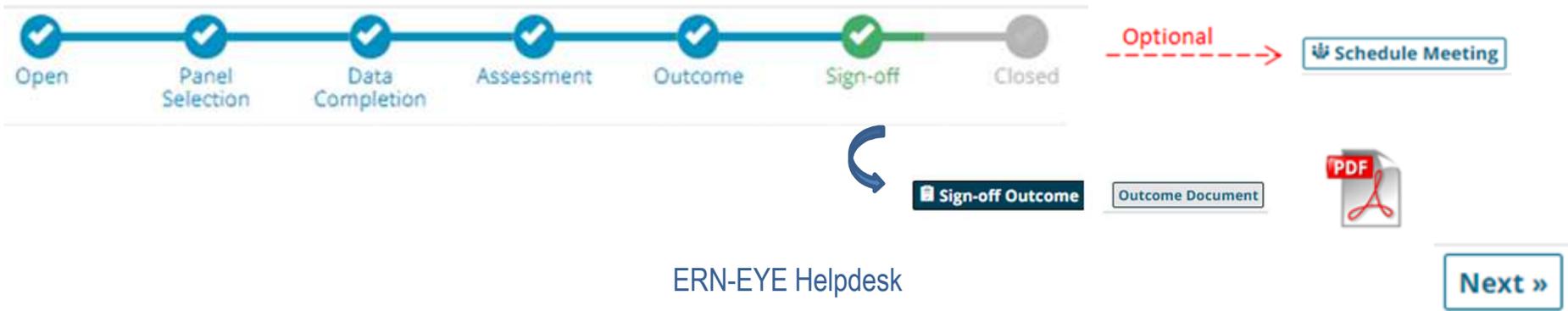
Step 5: Outcome

Once all of the panel members have contributed to the assessment of the case you can record your outcome (**a draft**). Click on the « **Record Outcome** » button.



Step 6: Sign-off

To save the final version of the Outcome Document and to sign it off click on the button « **Sign-off Outcome** ». NB! It's only a recommendation for the enrolling member!





Step 7: Closed

Before closing the panel, you have to reply to a short survey. The panel will be closed after. Archiving the panel is possible but **do not archive the panel before the coordinator's agreement.**

Once archived, the panel it is no longer visible within the ERN, it is only visible to the enrolling centre and an archived panel cannot be restarted.





Reminder:

After logging out, you can go to back to your panel by logging in again

at: <https://cpms.ern-net.eu/login/> and following all steps described **on page 2.**



Sign in

- Then, Click on « **ERN** » in left margin or at the top of the page



- Then, Click on « **Dashboard** » and select the corresponding panel in « **My Panels** »



Panel Invitations		
Panel ID	Date	Nickname
#408	30/01/2018	test
#431	09/02/2018	a
#994	05/12/2018	Blague
#1072	14/12/2018	Alucard

Urgent Panels		
Panel ID	Date	Nickname
▲ #1080	19/12/2018	James
▲ #1199	12/02/2019	dfe
▲ #1070	14/12/2018	test du vendredi

My Panels		
Panel ID	Date	Nickname
#1199	12/02/2019	dfe

Member Tasklist	
Nickname	Task
#408 test	You have been invited to join this panel. Please A...
#431 a	You have been invited to join this panel. Please A...
#89 PatientZero2	This Panel Outcome has been Signed-Off.
#693 durp	This Panel Outcome has been Signed-Off.
#695 jhjhjh	Please review the data that is provided for this Panel.
#798 FGTEW	Please review the data that is provided for this Panel.
#1072 Alucard	You have been invited to join this panel. Please A...
#1092 afsdfsf	Please review the data that is provided for this Panel.
#717 Mollèri	Please review the data that is provided for this Panel.
#994 Blague	You have been invited to join this panel. Please A...
#1199 dfe	You have been assigned the lead role in this panel.

Requests For Additional Data
You have no outstanding requests for more data.

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