



# Role: Panel Lead

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Option 2: You are designated as Panel Lead



## Role: Panel Lead: You are designated as Panel Lead



A Center or the Coordinator of the CPMS designated you to be a Panel Lead for a patient enrolled by an another CMPS member.

In this case, you will receive a notification in your e-mail box  
(please mark the "[noreply@cpms.ern-net.eu](mailto:noreply@cpms.ern-net.eu)" as not junk in your webmail to prevent the notification arriving to your junk folder).

[noreply@cpms.ern-net.eu](mailto:noreply@cpms.ern-net.eu)



This is an automated notification.

Please visit **ERN CPMS**. Panels may require your attention.

- You have been invited to a meeting (Diagnosis discussion).

Please [click here to login](#) for further details.

**Note: please do not reply to this email.**



## 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**»



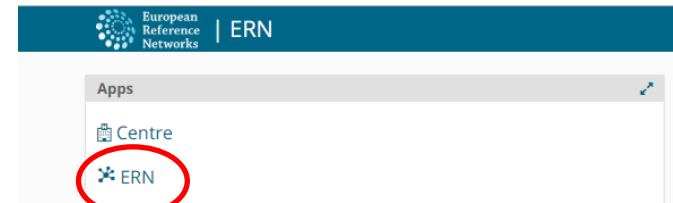
Sign in

ERN-EYE Helpdesk



# 1: Go to the corresponding meeting

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



- Click on «**Dashboard**»



- Click on the corresponding Panel in «**My Panels**» or the «**Member Tasklist**» (the most recent task is at the bottom of the list)

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

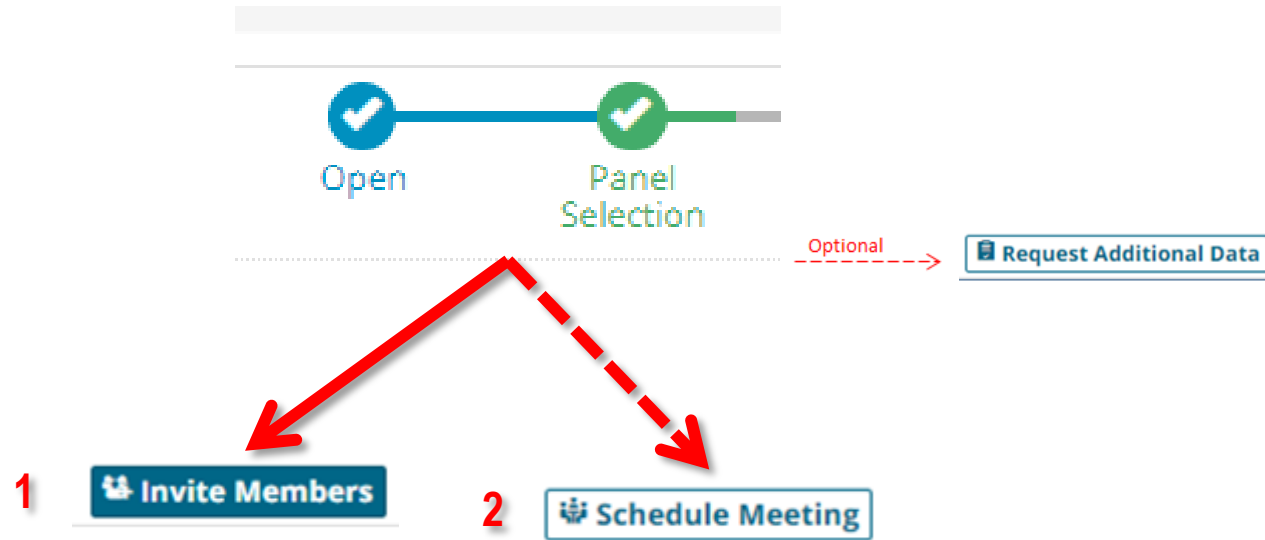
Panel ID	Date	Nickname
#1080	19/12/2018	James
#1199	12/02/2019	dfe
#1070	14/12/2018	test du vendredi

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

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 afsdfs	Please review the data that is provided for this Panel.
#717 Molière	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.



## Step 2: Panel Selection



Thematic Area: Anterior Segment Rare Eye Diseases

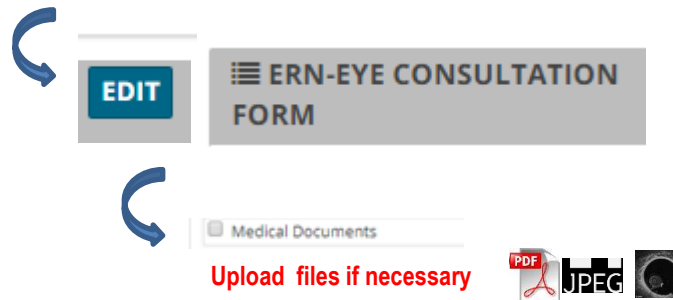
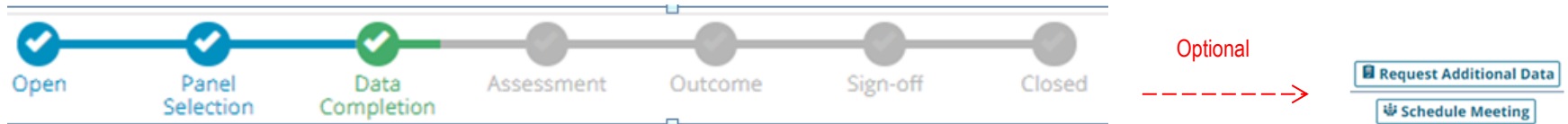
Available Healthcare Professionals	Role	<input type="checkbox"/> Invite All
EYE_Doctor1_Coordinator	Pathologist	<input type="button" value="Invite"/>
EYE_Doctor	Surgeon	<input type="button" value="Invite"/>
Blake_Donn	Ophthalmologist	<input type="button" value="Invite"/>
HPUserManger Eye	EYE_HPUserManager	<input type="button" value="Invite"/>
ern_eye1	gffggf	<input type="button" value="Invite"/>
EYE_Doctor4_EYE_Doctor4_	Surgeon	<input type="button" value="Invite"/>
Doctor FeelGood	surgeon	<input type="button" value="Invite"/>

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



## Step 3 : Data Completion

The member who enrolled the patient has already completed the data but you are also allowed to edit these data.

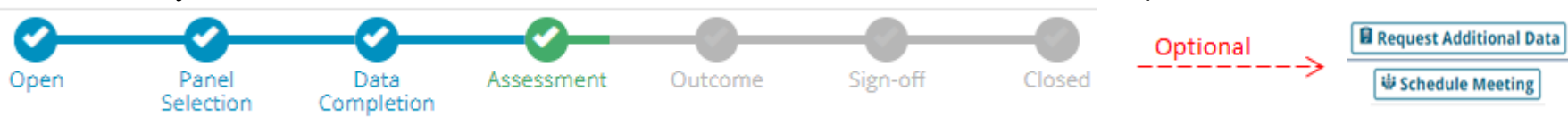


Next »

## 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.



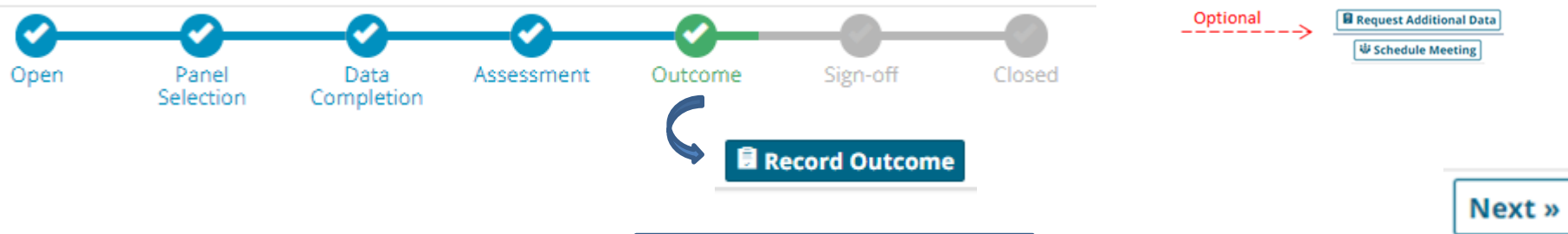
ERN-EYE Helpdesk

Next »



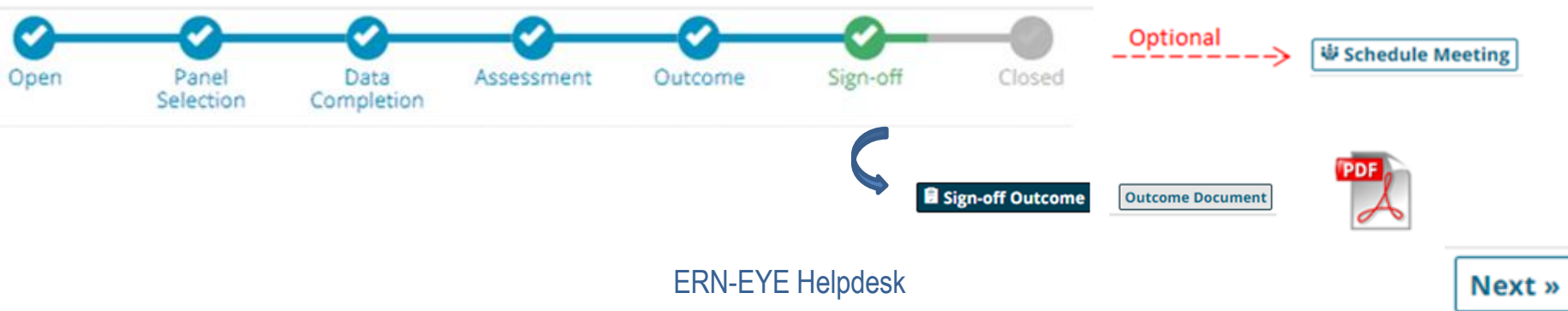
## Step 5: Outcome

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!

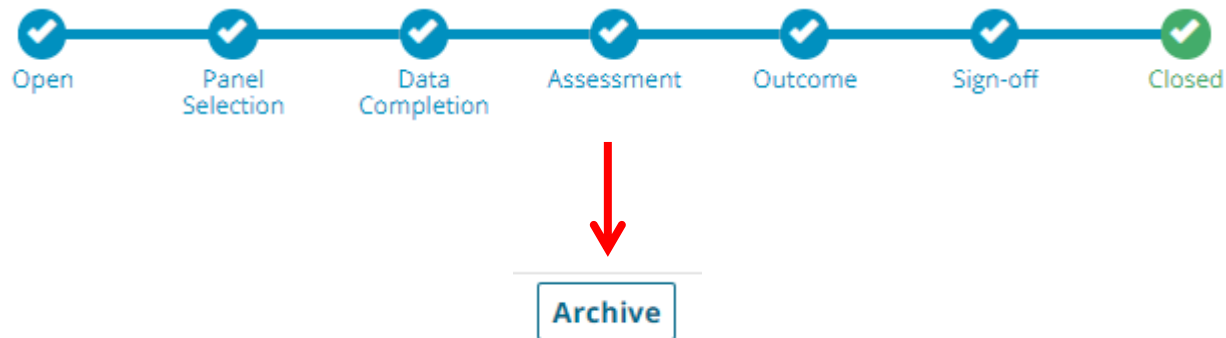




## Step 7: Closed

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:

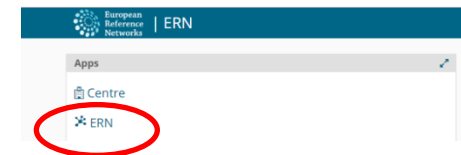
After logging out, you can go back to your panel by logging in again



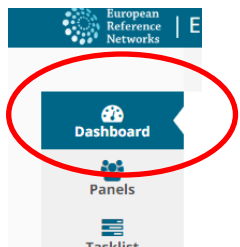
Sign in

at: <https://cpms.ern-net.eu/login/> and following all steps described **on page 3**.

- 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**»



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#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.