Role: Panel Lead

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 another CMPS member.

In this case, you will receive a notification in your e-mail box (please mark the “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

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.

ERN-EYE Helpdesk
1) Go to: [https://cpms.ern-net.eu/login/](https://cpms.ern-net.eu/login/)

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

2) Enter your Password

3) Choose one verification method (Need your mobile)

4) Click on «Sign in»
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)
Step 2: Panel Selection

1. **Invite Members**
   - To invite additional members who you want to be part of your panel click on the «Invite Members» button.

2. **Schedule Meeting**
   - To schedule a meeting (a webconference) choose time and date.

---

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.

ERN-EYE Helpdesk
Step 3: Data Completion

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

Optional

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.
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/](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»