



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 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" 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.



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** »



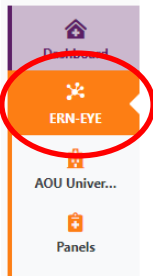
Sign in

ERN-EYE Helpdesk



1: Go to the corresponding meeting

- Click on « **ERN-EYE** » in the left margin



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

My Panels		Member Tasklist	
Panel ID	Date	Nickname	Task
#3816	02/Apr/2020	#3661 ze	Please complete the Patient data for this Panel.
#3898	19/May/2020	#4270 Dummy-R	Meeting "Sync meeting" has been updated.
#3907	28/May/2020	#4276 Panel2	All contributions to a Panel have been recorded
		#4276 Panel2	All contributions to a Panel have been recorded



2: Complete the dataset



If needed, you can complete the dataset by clicking on the « **Edit Button** » on the « **Consultation Form** » tab.

Consultation Form Attachments Panel Members Meetings Contributions & Outcome

ed: 31/Jan/2022 by eyehpuser1 testuser [Download](#) [Edit](#)

- Consultation Request
- ERN-EYE Subspecialty
- Common Data
 - Patient Information
 - Episode Description
 - Rare Disease Diagnosis
 - Comorbidities
 - Phenotype/Genetic Features and Biobanks
- Family History
- Health Behaviours
- Allergies and Other Adverse Reactions
- History of Past Illness and Disorders
- Special Treatment Intervention
- Surgical Procedures
- Transplantation History
- Medication Summary

MEDICAL DOCUMENTS

Use this feature to share Files identifying data from all other

The sharing rules for these File

[Attach file / image](#)

Click on the section you want to complete

The « Medical Documents » section allows you to attach files

Save your data by clicking on the « **Save** » button and then on the « **Close** » button .

Close

Save



3: Attachment



You can attach images or files to your Panel by going to the « **Medical Documents** » section of the **Consultation Form**

Click on the « **Attach file/ image** » button to do so.

(You should anonymized your files or images if needed)

The screenshot shows a list of categories on the left with checkboxes: Histology/Pathology, Ophthalmological Therapies, Rehabilitation Low Vision Aid, Participation in clinical trials, Additional Medical History, and Medical Documents (checked). To the right, there is a text box explaining the feature: 'Use this feature to share Files and DICOM images with this Panel. The server can remove identifying data from all other file types before uploading.' Below this, it states: 'The sharing rules for these Files and DICOM images are the same as for this form. When'. At the bottom, there are two buttons: 'Attach file / image' (with a red arrow pointing to it) and 'Attach Using FTP'.

You can add your file by doing an « drag and drop ».

The files uploaded can be viewed in the “**Attachment**” tab.

The screenshot shows the 'Attachments' tab selected in a navigation bar. Below the navigation bar, there is a section titled 'Panel Attachments'. A light blue message box contains the text: 'This tab is for viewing purposes only. Please use the **Medical Documents** section of the **Consultation Form** to add and remove documents.'



4:Panel Members



Invite members who you want to be part of your Panel.

Click on the « **Panel members** » tab and on the « **Available** » tab to invite members to the Panel.

If you need assistance in appointing a panel, you can request co-ordinator assistance by clicking on the « **Co-ordinator Assistance** » Tab



Invited **Available** Co-ordinator Assistance

Available Healthcare Professionals

Thematic area: --- Entire ERN ---

Name	HCPs	Specialisation	Invite All
1, Doctor	AT08 - Ordensklinikum Linz GmbH, Hospital of the Sisters of Charity_eUROGEN NL03 - Erasmus MC: University Medical Center Rotterdam_eUROGEN	Test	Invite

Click on « **Invite** » to invite the corresponding member



4:Panel Members



You can also set as Lead one of the Healthcare Professionals you invited by going on the « **Invited** » tab

Invited Panel Members

Name	Specialisation	Status
eyehpuser1 testuser		Lead
Doctor1	Test	Invited ▾

Accept all

Accept
Refuse
Set As Lead





5: Schedule Meeting



For scheduling a meeting , go to the « **Meetings** » tab and click on the « **Schedule Meeting** » button

Consultation Form

Attachments

Panel Members

Meetings

Contributions & Outcome

 [Schedule Meeting](#)

Choose if you want to schedule a meeting that is part of a ERN recurring meeting , an individual meeting or a proposed meeting (with proposed dates).

* Type of meeting: Part of ERN recurring meeting Individual meeting Proposed meeting


* Title of slot:

Description:

You will be allowed to select the participants to be invited ,please note that you can invite members who are not part of your panel.

You can also join directly the Meeting linked to this Panel in the « **Upcoming meetings** » section, by clicking on the « **Join Meeting** » button.

Upcoming meetings

Title test
When 31/Jan/2022 15:08 (Europe/Brussels)
Description test
Status Upcoming
Test video [Join Meeting](#) 



6: Contribution



Click on the « **Contribution & Outcome** » tab to be able to give your opinion on the case by clicking the « **Record Contribution** » button .

Record your contribution by writing an assessment in the free text field **(or attach files if needed.)**

Contributions Request Contributions

eyehpuser1 testuser

Record your contribution here

Or attach file: Aucun fichier choisi

How much time did you spend on this Assessment? HRS MINS

You can also request contributions from the others Panel's members by clicking on the « **Request Contribution** » button



7: Outcome



Record your outcome by clicking on the « **Edit** » button

Outcome

No outcome drafted



Outcome

test|

Did you find this panel useful?

How satisfied are you with the outcome of this panel?



Save your Outcome by clicking on the « **Save** » button



8: Sign-Off



When you are confident in your outcome, you can sign it off by clicking on the « **Sign-off** » button

Outcome

test



The panel has been signed off

You can now download the outcome document from the panel banner. If this panel is now complete please close the panel by clicking the **Close Panel** button at the top of the panel banner.

An automatic record of the Outcome will be generated and you will be able to download it by clicking on the « **Outcome Document** » button from the panel banner. It will generate a pdf file.






9: Closed



Then click on the « **Close Panel** » button to close your Panel

When you close a panel it is still visible within the ERN but a closed panel cannot be restarted.

ERN	ERN-EYE - Eye Diseases
Thematic Area	Anterior Segment Rare Eye Diseases
Date created	31/Jan/2022

 **Outcome Document**

Before closing the panel, you will be invited to reply to a short survey. The panel will be closed after.

Then, click on the « **Continue to closed** » button






10: Archive



It is also possible to Archive a Panel by clicking on the “**Archive Panel**” button, but **once archived, the Panel is no longer visible within the ERN, it is only visible to the enrolling centre and an archived panel cannot be restarted.**

[Archive Panel](#)

ERN	ERN-EYE - Eye Diseases
Thematic Area	Anterior Segment Rare Eye Diseases
Date created	31/Jan/2022

 [Outcome Document](#)

So, please, do not archive your Panel before having the Co-ordinator agreement!!!



Reminder:

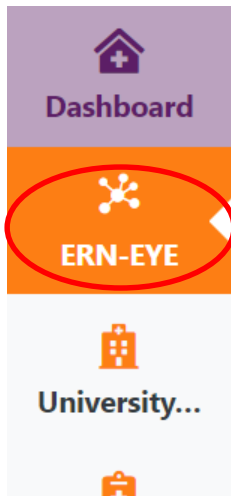
After logging out ,you can go to back to your panel by logging in again

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



Sign in

- Then, click on « **ERN-EYE**» in the left margin and select the corresponding Panel in « **My Panels** »



Panel ID	Date	Nickname
#3816	02/Apr/2020	sfd< gs
#3898	19/May/2020	CARGO01
#3907	28/May/2020	CARGO01