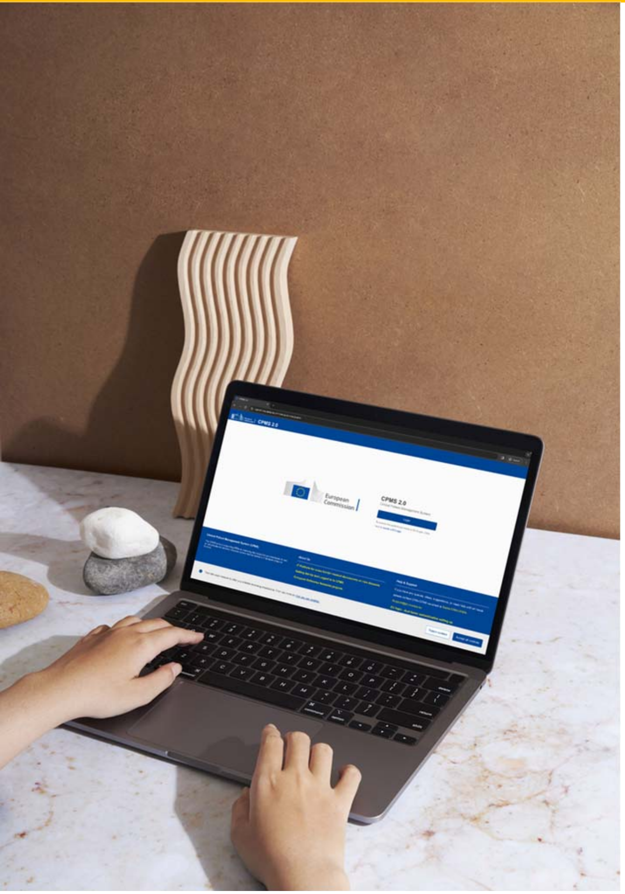
CPMS 2.0 Quick Start Guide for Clinicians

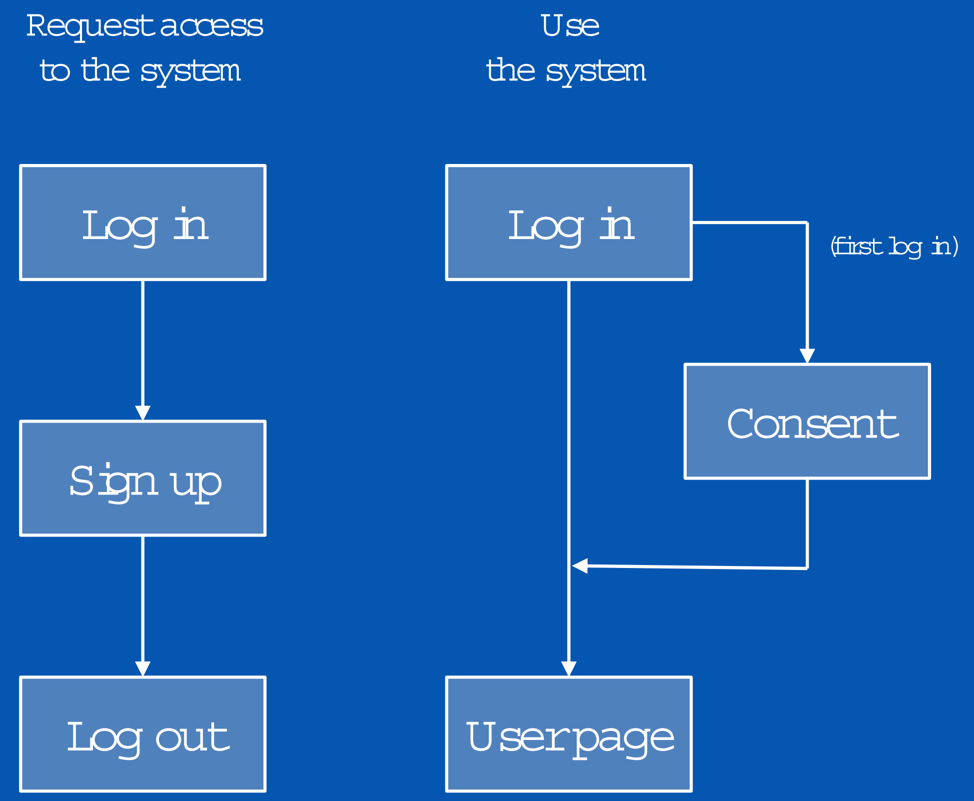


You can access the application by clicking on the following link:
https://cpms2.ern-net.eu/

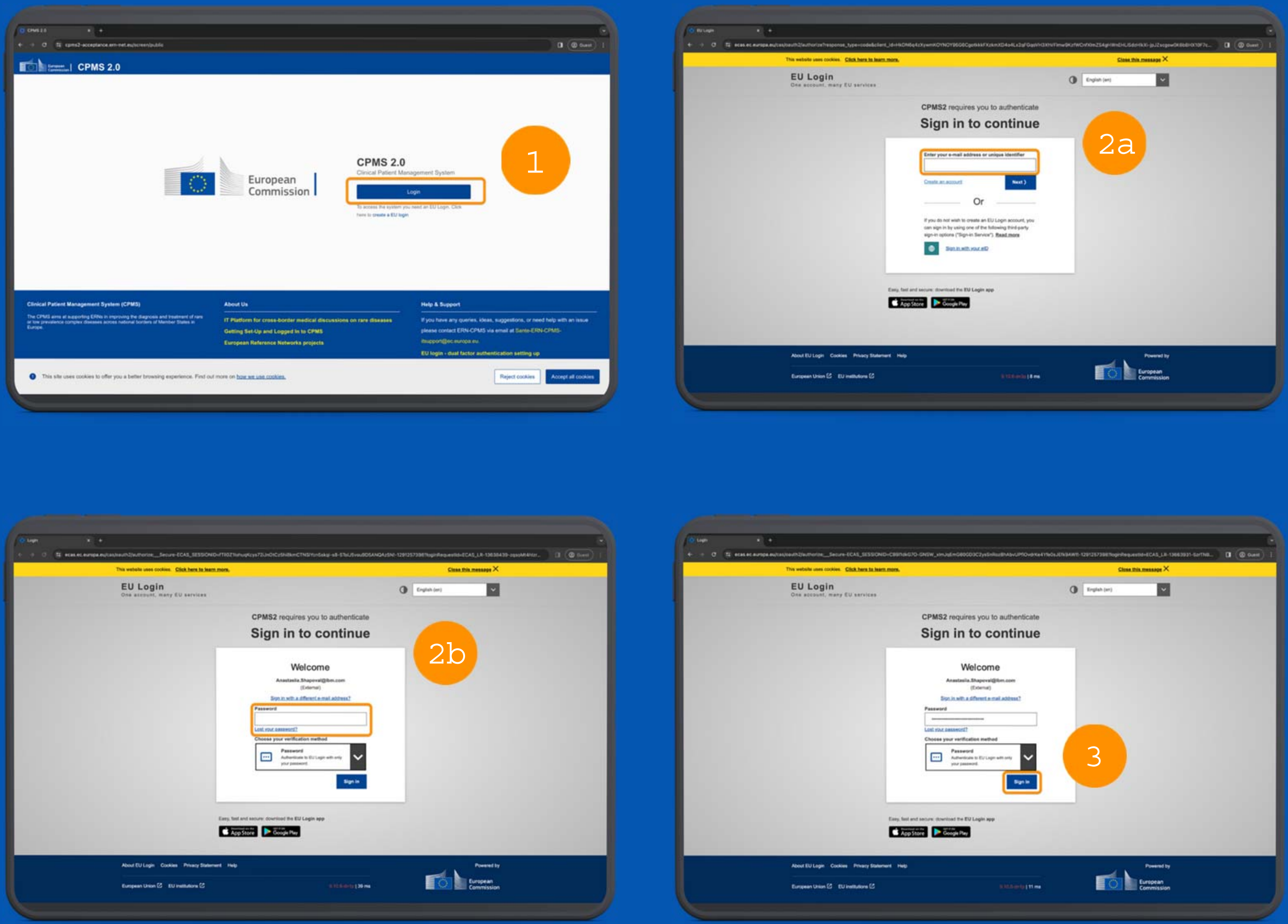
Overview

Initial steps for a completely new user:

1. Create an EU login account
2. Configure the account for 2FA (two-factor authentication)
3. Request access to the system (sign-up)
4. Use the system



How to Log In?



Please remember:

You need a valid EU Login account

How to create an account

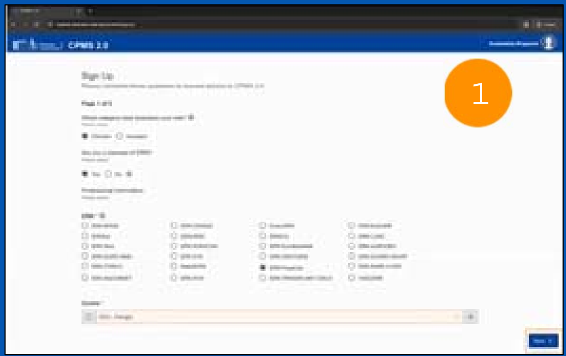
How to configure two-factor authentication

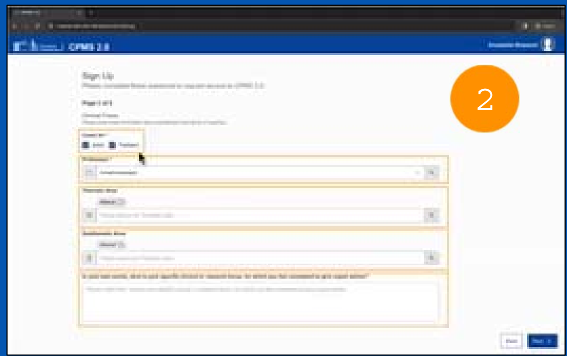
1 Click on the "Login" button

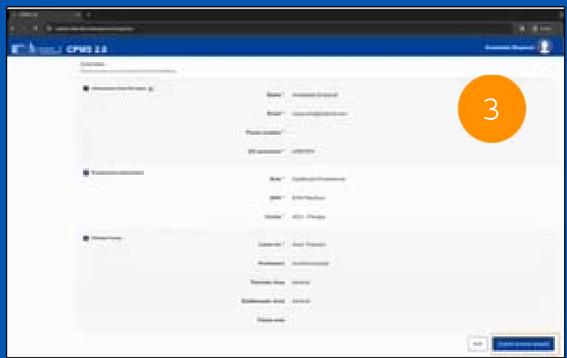
2 Enter your EU Login username and password

3 Click on the "Sign in" button

How to request access?







Once the Login process is completed, you are directed to the sign-up page. There, you need to:

1. Select your role as 'Clinician" and proceed by specifying your ERN and hospital. Click 'Next".

2. Describe your clinical focus: profession, thematic and sub-thematic areas, and an optional free text input. Click 'Next".

3. Review the information provided. Click 'Submit access request."

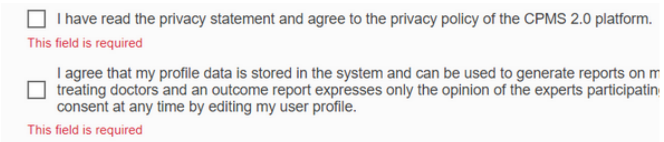
Your request is submitted to your ERN and you're logged out automatically.

You'll be notified twice by email:
- when your request is submitted
- when your request is approved by your ERN

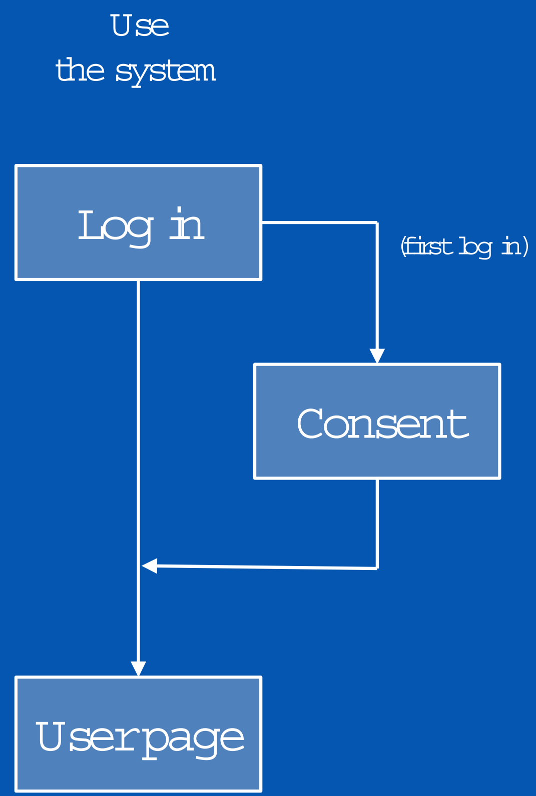
User consent

After your request for access has been approved, you can use the system.

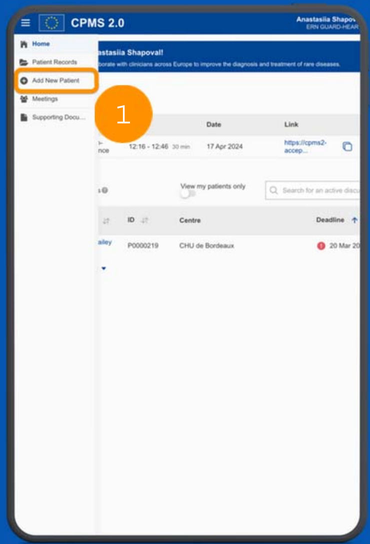
- Upon your first login you must read and agree with the privacy policy by ticking the consent checkboxes.

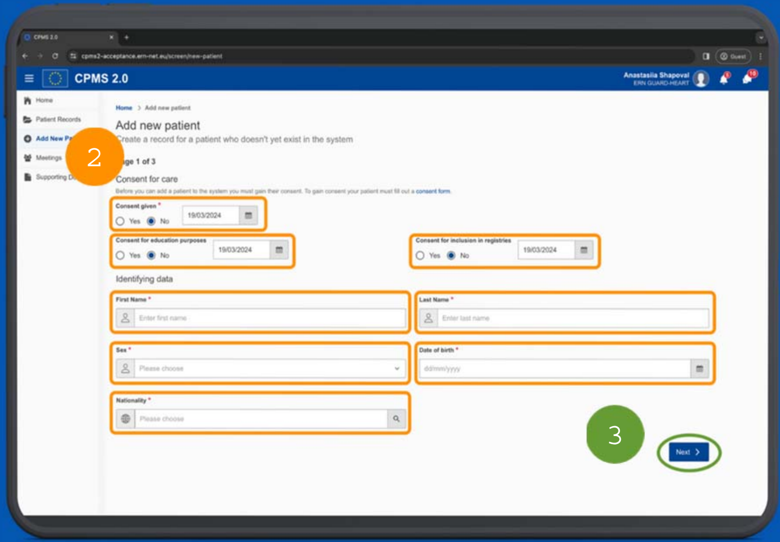

☐ I have read the privacy statement and agree to the privacy policy of the CPMS 2.0 platform.
This field is required
☐ I agree that my profile data is stored in the system and can be used to generate reports on m
treating doctors and an outcome report expresses only the opinion of the experts participatin
consent at any time by editing my user profile.
This field is required

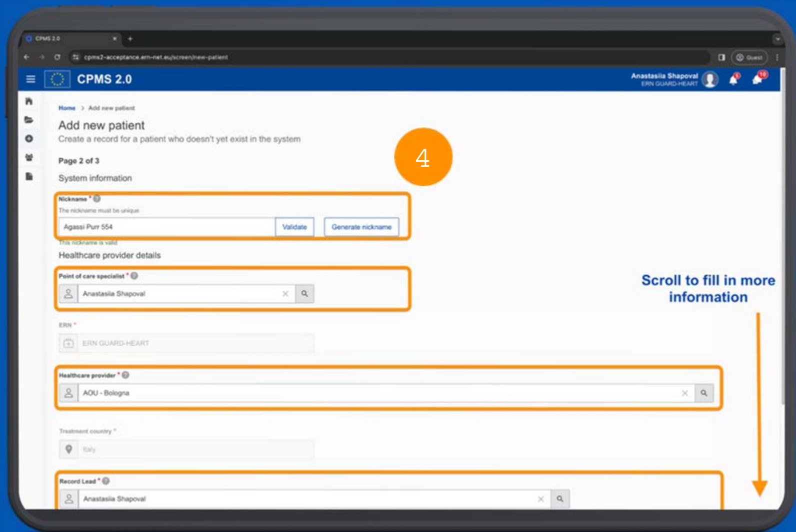
- The consent is a one-time action. After giving consent, you will be directed to your home page.
- You have the right to withdraw the consent at any moment by going to your user profile.

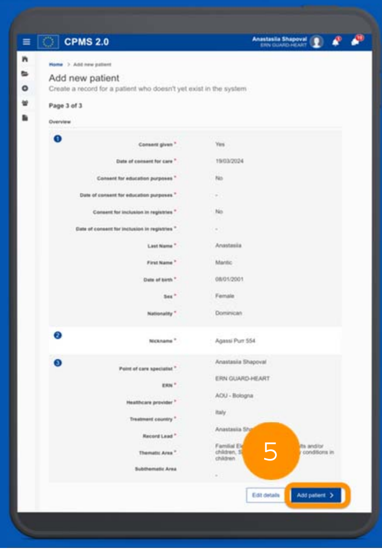


How to enroll a patient?









1. From the left-hand side menu, select "Add New Patient"
2. Fill in the patient's identifying data like first name, last name, sex, date of birth nationality
3. Click on the next button
4. Generate or validate a nickname, select a point of care specialist, healthcare provider, record lead, record assistant, thematic area, and sub thematic area
5. Review the overview page and confirm the patient creation

How to add patient files?

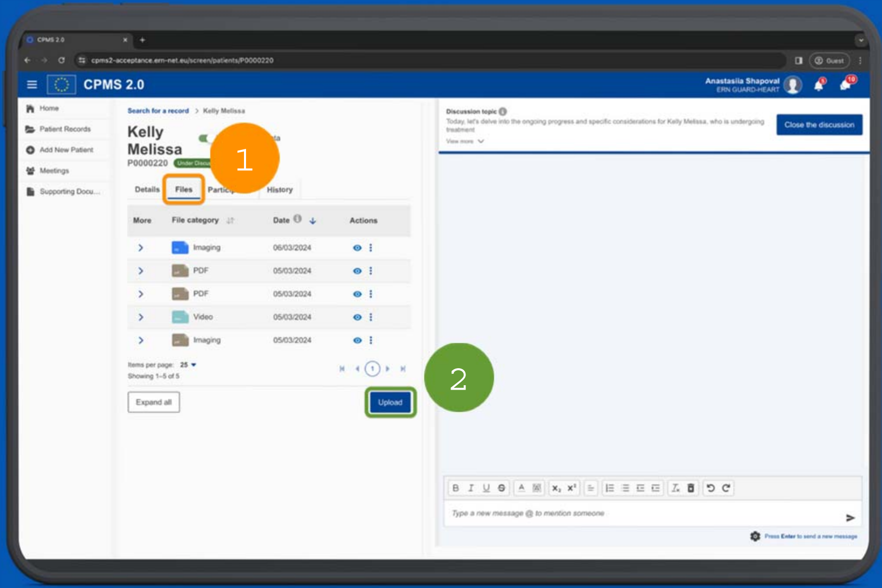
1. Inside the patient record, go to the "Files" tab. This is where you can view all the files

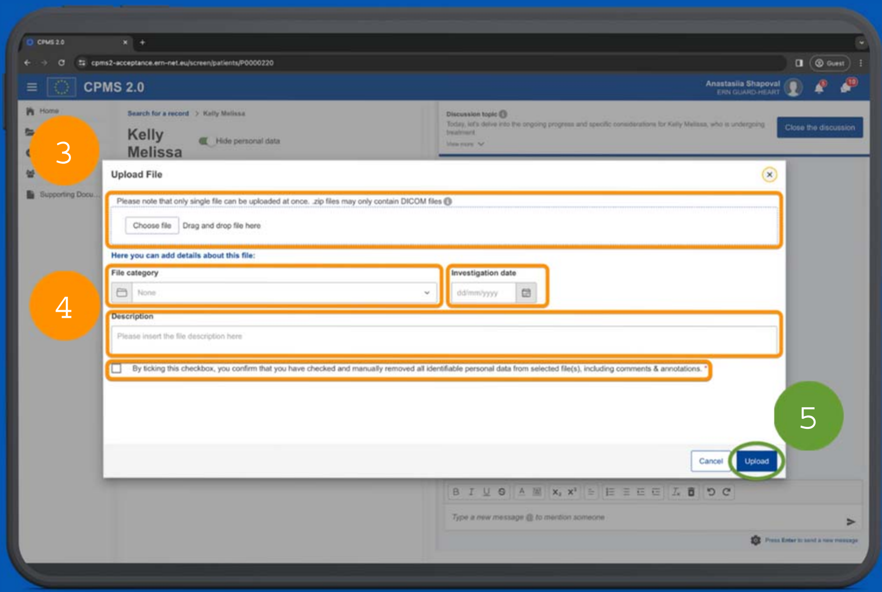
2. Click on the "Upload File" button, and a pop-up will appear

3. Click on the "Choose file" button and choose the file you want to upload

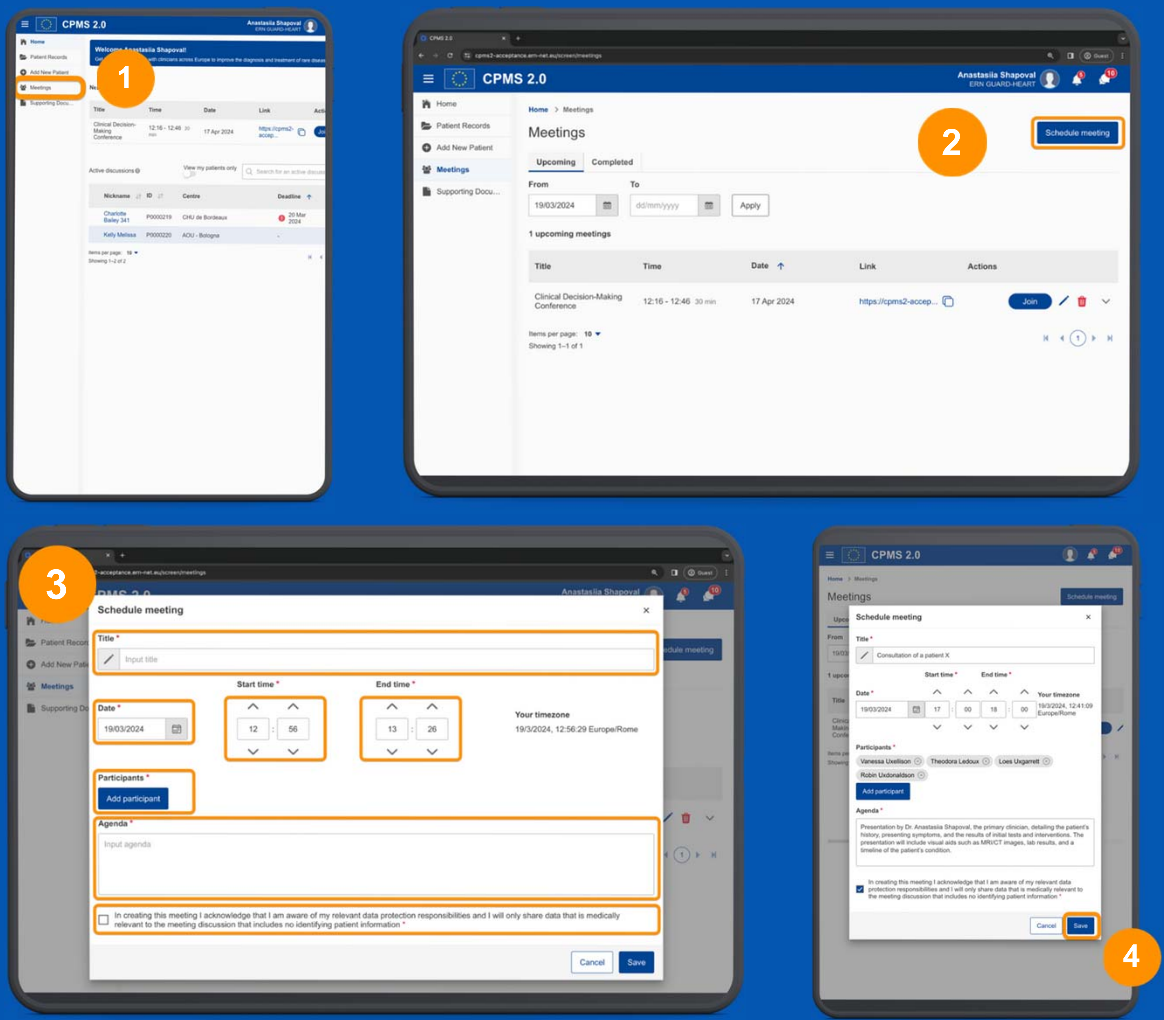
4. Once the file is selected, you'll be prompted to fill in details such as the file category, investigation date, and a free-text description

5. After completing the file details, initiate the upload process by pressing the "Upload" button





How to schedule a meeting?



1. From the left-hand side menu, select "Meetings"
2. Click on the "Schedule Meeting" button located on the right upper corner
3. Fill in the details for the meeting, including title, time, date, and agenda. Check the disclaimer
4. Click on the "Save" button to view the scheduled meeting in the "Upcoming Meetings" tab

How to join a meeting?

1 From the left-hand side menu, select "Meetings"

2 Click on the "Join" button inside the action column in the table for the desired meeting