



CPMS – Quick Start

(for Panel Member/advising expert)



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1. **Log in** into CPMS (Email-Password-SMS/mobile app): <https://cpms.ern-net.eu/login/>
2. You can jump into any **Panel** you are contributing or invited to from the **Global Dashboard** by **clicking on the Panel ID**. Here you can also **accept the invitations**.

3. Go to **ERN-Dashboard** for a detailed overview of your tasks, panels, meetings:

Panel ID	Date	Nickname
#4556	14/Feb/2022	Videotooltesting
#4491	29/Oct/2021	ALGA_01

4. **Choose the panel of interest and view the case details:**

Consultation Form Attachments Panel Members Meetings Contributions & Outcome

5. If you are missing any info, **Request Additional Data:**

#4649 PP002 ▲ Panel in progress Request Additional Data

ToDoS for the Panel:

- ✓ View panel details, if necessary: request additional data
- ✓ attend the **meeting** and **discuss the case**
- ✓ if you are unable to take part in the meeting, contribute via:
- ✓ Once the panel has been **signed-off by the Panel Lead**, you can **view** and **save the outcome** for your record (PDF)

Need help? Drop us an email: cpms-helpdesk_ern-rnd@med.uni-tuebingen.de



CPMS – Quick Start (for Panel Lead)



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1. Log in into CPMS (Email-Password-SMS/Mobile App): <https://cpms.ern-net.eu/login/>

2. You can jump into your existing Panels from the Global Dashboard by clicking on the Panel ID.

3. To **Enrol Patient** go to „Centre“
[Remember: Consent for care is mandatory]



4. Select the most relevant sections to describe the case OR upload a ppt with all relevant details (ERN-RND template available)

5. To add attachments tick the box „Medical Documents“

6. Invite panel members to the panel OR ask CPMS helpdesk via email to choose suitable experts for you



7. If you want to discuss the case at a Jour Fix or need a particular expert from another ERN, or a non-ERN centre to be part of your panel, inform the CPMS Helpdesk

ToDoS for the Panel:

- ✓ attend the meeting write the case outcome, based on the recorded contributions (written or spoken) of the other panel members.
- ✓ Sign-off the panel (the other panel members can view and save it for own records).
- ✓ Close the panel. You can easily re-open it for a follow up.

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