



# European Reference Network

for rare or low prevalence  
complex diseases



**Network**

Neurological Diseases  
(ERN-RND)

## USER GUIDE

## CLINICAL PATIENT MANAGEMENT SYSTEM





# CPMS User Guide Summary



2

## I General

*page 3 – 13*

*Relevant for all CPMS users*

1. About CPMS
2. Important Ressources
3. Before starting
4. CPMS Home: Dashboard
5. ERN-Board
6. Centre-Board
7. Setting Preferences

## II Panels - Basics

*page 14 - 20*

*Relevant for if you join a panel  
as expert & for panel creators*

1. Panel View
2. Panel interactions
3. Meetings
4. Contributions & outcome

## III Leading a panel

*page 21 - 41*

*Relevant for panel creators*

1. How to discuss your case
2. Patient list
3. Enrol patient
4. Consultation Form
5. Panel lead actions
6. Attachments
7. Manage Panel Members
8. Meetings
9. Contributions & Outcome
10. Closing & archiving panel



# I CPMS General

## 1. About CPMS



3

### About CPMS – Clinical Patient Management System:

- a **telemedicine platform for online-consultations**, connecting ERN-experts across Europe
- **safe** for exchanging **sensitive clinical data**. It allows upload of all medical documents, including DICOM files.
- Funded, maintained and updated **by the European Commission**
- the **ERN-RND Helpdesk** can assist users anytime:



[cpms-helpdesk\\_ern-rnd@med.uni-tuebingen.de](mailto:cpms-helpdesk_ern-rnd@med.uni-tuebingen.de)



### Important information:

- ❑ To **join CPMS** you need to register (see **CPMS Registration guide**).
- ❑ Check out our **best practice guide**.
- ❑ Enroll a patient case together with the Helpdesk:  
[cpms-helpdesk\\_ern-rnd@med.uni-tuebingen.de](mailto:cpms-helpdesk_ern-rnd@med.uni-tuebingen.de)
- ❑ To get familiar with CPMS you can use the **CPMS training platform**. The Helpdesk will provide you with login details.
- ❑ Use the **Troubleshooting guide** to find a quick-help for common issues.
- ❑ All information about CPMS is regularly updated on **our website**.



### Before starting:

- It is recommended to use **Google Chrome** as a browser to be able to apply all functions.  
Recommended speed for **stable video connection**: 350kb/s download stream speed, 350kb/s upload stream speed.
- This guide contains information for the role of **Panel member (if you are giving advice to others)** and for the role of **Panel lead (if you are receiving advice on a panel you created)**
- Panel creation: You can fill out **the consultation form** in several returns if you **save the sections** you have already filled
- There will be **date pickers** '📅' where you have to fill the date in the format dd/mm/yyyy, **but some** date pickers allow to write only mm/yyyy, or yyyy
- If you're **not sure** about the exact requirement of a box **check** the '❗' icon for more information
- **Red boxes** and **red arrows** in this guide will help you navigate within the CPMS.  
**Recommended:** log into CPMS and compare the guide on the go.

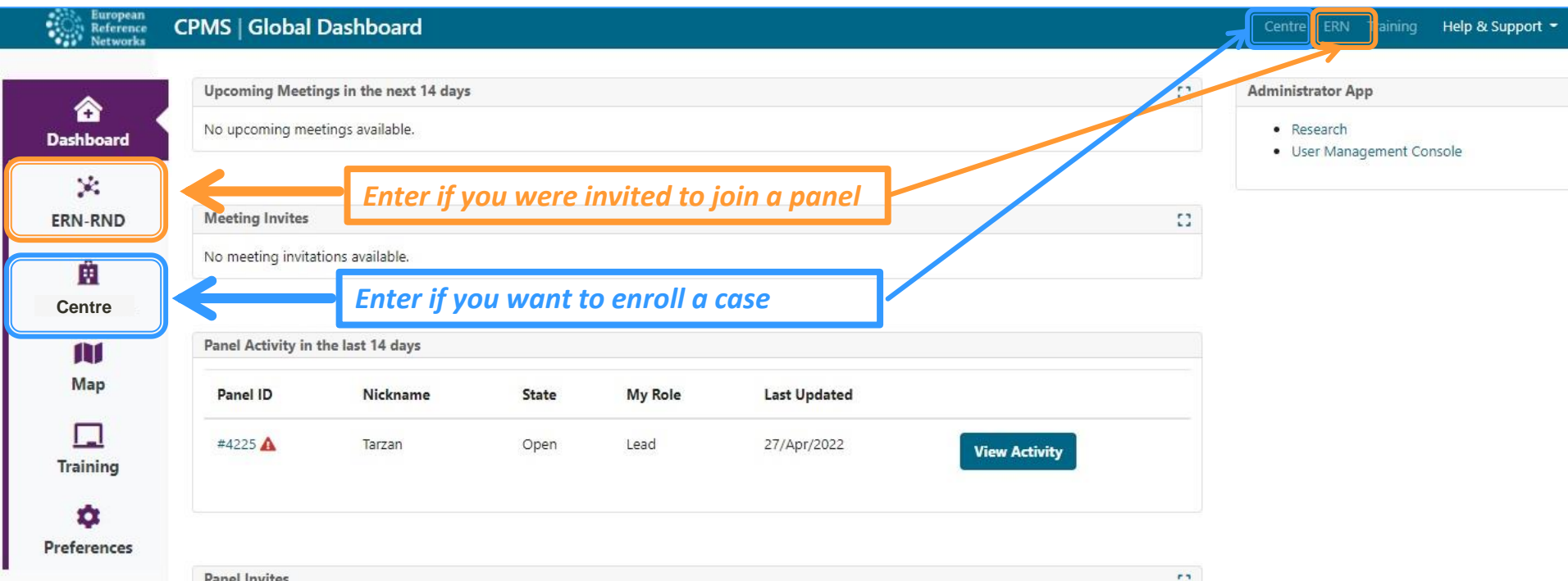


# I CPMS General

## 4a. CPMS home: Navigation

6

- Login into CPMS: <https://cpms.ern-net.eu/login/>
- **CPMS Home – Dashboard:**
  - ✓ CPMS opens at your Dashboard (individualized due active panels or set up meetings)
  - ✓ 2 **navigations bars**: one on the top and one on the left
  - ✓ 2 main tabs (Dashboards): ‘Centre’ and ‘ERN’
  - ✓ Each Dashboard (Centre and ERN) has it’s own **colour** for easy navigation



The screenshot shows the CPMS Global Dashboard. The top navigation bar includes 'Centre' and 'ERN' tabs, with 'Centre' highlighted in blue and 'ERN' in orange. The left sidebar contains icons for Dashboard, ERN-RND, Centre, Map, Training, and Preferences. The main content area displays 'Upcoming Meetings in the next 14 days' (No upcoming meetings available), 'Meeting Invites' (No meeting invitations available), and 'Panel Activity in the last 14 days'. The panel activity table shows one entry: Panel ID #4225 (with a red warning icon), Nickname Tarzan, State Open, My Role Lead, and Last Updated 27/Apr/2022. A 'View Activity' button is next to the entry. The right sidebar shows the 'Administrator App' with links for Research and User Management Console. Annotations include an orange box around the ERN-RND icon with an arrow pointing to it and the text 'Enter if you were invited to join a panel', and a blue box around the Centre icon with an arrow pointing to it and the text 'Enter if you want to enroll a case'.

European Reference Networks

CPMS | Global Dashboard

Centre ERN Training Help & Support

Dashboard

ERN-RND

Centre

Map

Training

Preferences

Upcoming Meetings in the next 14 days

No upcoming meetings available.

Meeting Invites

No meeting invitations available.

Panel Activity in the last 14 days

Panel ID	Nickname	State	My Role	Last Updated
#4225	Tarzan	Open	Lead	27/Apr/2022

View Activity

Administrator App

- Research
- User Management Console

Enter if you were invited to join a panel

Enter if you want to enroll a case



# I CPMS General

## 4b. CPMS Home: Dashboard



7

The Dashboard gives you an overview of your Panel-Activity or current invitations to meetings or other panels, which you can accept or refuse.

- ✓ The Panel ID is the quickest way to enter a panel directly from the Dashboard.

The screenshot shows the CPMS Global Dashboard interface. The top navigation bar includes the European Reference Networks logo, the title 'CPMS | Global Dashboard', and links for Centre, ERN, Training, Help & Support, and a user profile 'indhpuser1 testuser'. The left sidebar contains a 'Dashboard' menu and icons for ERN-RND, Hospital U..., Map, Training, and Preferences.

The main content area is divided into several sections:

- Upcoming Meetings in the next 14 days:** A box stating 'No upcoming meetings available.'
- Meeting Invites:** A table with columns: Panel ID, Nickname, Title, When, and Type. It contains one row for Panel ID #3961, Nickname 'med doc', Title 'med doc case discuss...', and Type 'Proposed'. Below the table are buttons for 'Vote', 'Refuse', and 'Accept'. A red box highlights the 'Refuse' and 'Accept' buttons, with an arrow pointing to them and the text: 'Accept or refuse an **invitation for meetings**, which are held with the **CPMS videotool**. Please note, that meeting invitations are not invitations to a panel.'
- Panel Activity in the last 14 days:** A table with columns: Panel ID, Nickname, State, My Role, and Last Updated. It contains four rows of panel activity. The first row (Panel ID #4640) is highlighted with a red box, and a red arrow points to it with the text: 'Click on the Panel ID to enter the panel'. To the right of this table is a 'View Activity' button, also highlighted with a red box, with an arrow pointing to it and the text: 'View the **list of recent actions** on a panel or the **Timeline**. The list will appear as pop-up.'
- Panel Invites:** A box at the bottom stating 'No panel invitations available.' A red box highlights the 'Panel Invites' header, with an arrow pointing to it and the text: 'Your **Panel Invitations** are here.'

The 'Administrator App' section on the right contains links for 'Research' and 'User Management Console'.



# I CPMS General

## 4c. CPMS Home: Dashboard



- On the bottom of the Dashboard you will find your **Panel Invitations**. You can view the panels by clicking on the **Panel ID**.

Panel Invites				
Panel ID	Nickname	Date	Centre	
#4649 ⚠	PP0002	10/May/2022	DE22 - University Ho...	<a href="#">Refuse</a> <a href="#">Accept</a>
#4460 ⚠	ERN Paedcan 30/08/2021	10/May/2022	LT01 - Vilnius Unive...	<a href="#">Refuse</a> <a href="#">Accept</a>

When you **accept the panel**, it moves automaticcally to your **Panel Activity**

Dashboard

ERN-RND

Hospital U...

Map

Training

Preferences

Upcoming Meetings in the next 14 days

No upcoming meetings available.

Meeting Invites

No meeting invitations available.

Panel Activity in the last 14 days

Panel ID	Nickname	State	My Role	Last Updated	
#4460 ⚠	ERN Paedcan 30/08/2021	Open	Member	12/May/2022	<a href="#">View Activity</a>
#4649 ⚠	PP0002	Open	Member	12/May/2022	<a href="#">View Activity</a>






# I General

## 5. ERN-Dashboard

9

- Contains an overview of all panels you were invited to (1a.), you are leading (1b.) and you are contributing to (1c.)
- See all the tasks associated with any panel or meeting you are participating in (2a) or leading (2b.) and all meetings you are hosting or have been invited to (3a. and 3b.)



PMS | ERN-RND - Neurological Diseases

Centre **ERN** Training Help & Support ▼ rndhpuser1 testuser ▼

**ERN-RND - Neurological Diseases** USER:rndhpuser1 testuser ROLE:[ "HP" ]

Dashboard

**ERN-RND**

Hospital U...

Panels

Tasklist

My Meetings

Webinars

ERN Preferences

**Panel Invitations 1a.**

Panel ID	Date	Nickname
#4492	29/Oct/2021	ALGA1
#4649	10/May/2022	PP0002

**My Panels 1b.**

Panel ID	Date	Nickname
#3860	26/Apr/2020	JA
#4592	21/Mar/2022	poä

**Contributing Panels 1c.**

Panel ID	Date	Nickname
#3864	26/Apr/2020	AA
#3863	26/Apr/2020	AA

**Member Tasklist 2a.**

Nickname	Task
#4433 cassy	Meeting Reminder
#4433 cassy	All contributions to a Panel have been recorded

**Requests for Additional Data 2b.**

Additional Data Requested By	Created Date	Completed Date
rndhpuser1 testuser	02/Apr/2020	
rndhpuser1 testuser	06/May/2021	

**My Meetings 3a.**

You are not scheduled to attend any meetings.

**My Proposed Meetings 3b.**

Title	Panel ID	Nickname
-------	----------	----------




# I General

## 5a. ERN-Dashboard: 'Task List' View

10


- Here you can see all the tasks associated with any panel or meeting you are participating in or leading (e.g. Accept/Refuse a panel invitation, Accept/Refuse a meeting invitation, provide requested additional information on the patient)



European Reference Networks


CPMS | ERN-RND - Neurological Diseases

Centre ERN Training Help & Support rdhpuser1 testuser




ERN-RND - Neurological Diseases


USER:rdhpuser1 testuser ROLE:[ "HP" ]




Tasklist




Dashboard




ERN-RND




Hospital U...




1. Panes




Tasklist



My Meetings



Webinars



ERN Preferences

Panel ID	Nick name	Created	Task
3745	cat	19/Feb/2020	Please complete the Patient File for this Panel.
3863	AA	27/Apr/2020	Please review the data that is provided for this Panel.
3908	Guide	28/May/2020	This Panel Outcome has been Signed-Off.
3961	med doc	22/Jun/2020	Please review the data that is provided for this Panel.
4583	äöl	24/Mar/2022	All contributions to a Panel have been recorded
3961	med doc	10/Feb/2021	Please choose a preferred time to join a Panel meeting.
4244	ES	22/Feb/2021	Please complete the Patient data for this Panel.
4319	P1	14/Apr/2021	Meeting "Meeting #1" has been updated.
4225	Tarzan	14/Apr/2021	Meeting "Case discussion #1" has been updated.
4433	cassy	14/Jul/2021	Meeting Reminder

Showing 1 to 10 of 12 entries

first

prev

next

last

10

2. Click to view a panel



# I General

## 5b. ERN-Board: 'My Meetings' View

11

- See all meetings you were invited to, manage your invitations and go to the panels in order to join the meeting.

✱ ERN-RND - Neurological Diseases USER:rndhpuser1 testuser ROLE:[ "HP" ]

### My Meetings

Upcoming Meetings | Past Meetings

Code	Nickname	Title	When	Participants	My Status	Has Archive
3961	med doc	med doc case discussion		rndhpuser5 testuser (Host), rndhpuser1 testuser (Accepted)	Accepted	
4433	cassy	cassy		rndhpuser1 testuser (Host)	Host	
3863	AA	meeting1		Test Preferences (Invited), rndhpuser1 testuser (Invited), rndhpuser2 testuser (Host), rnd coordinator (Invited)	Invited	

Showing 1 to 3 of 3 entries

first prev next

Goto Panel  
Download iCal for meeting  
Accept Invitation  
Refuse Invitation

Select the meeting name to change the date or time, add comments, accept the invitation and join the meeting.



# I CPMS General

## 6. Centre-Dashboard



12

Here you can:

1. see **all panels** you **manage** or were **recently active** in
  2. enroll a **new patient**
  3. See **all patients** of your **institution**
  4. See **all panels** of your **institution**
  5. **search** patients by their nickname, first or last name, CPMS ID, panel ID
- \*Remember: All authorized users from your institution can see all patients enrolled within the centre

European Reference Networks

CPMS | DE22 - University Hospital and...

Centre ERN Training Help & Support rndhpuser5

DE22 - University Hospital and Faculty of Medicine Tübingen\_ERN-RND USER:rndhpuser5 testuser ROLE:HP, Panel Manager

Dashboard

ERN-RND

University...

3. Patient List

4. Centre Panels

Patients

Enrol Patient 2.

Patient List 3.

23 Patients

Panels I Manage 1.

Panel ID	Date	Nickname
#4459	26/Aug/2021	ernconnet26.08.2021

Search 5.

First name, last name, CPMS ID, panel ID or nickname

Search

Recent Activity 1.

Custom, Wima DOB: 07/Feb/2012 (F)
lalala, lala DOB: 10/Oct/2018 (F)
Parnis, Mary DOB: 05/Aug/2021 (F)
Borg, Joe DOB: 17/Sep/2021 (M)
gauci, mary DOB: 21/May/2020 (UN)
PatientY, Test DOB: 21/May/2000 (M)
PatientX, Test DOB: 21/May/2020 (F)
Patient, Test DOB: 21/May/2000 (F)
Patient, Test DOB: 21/May/2000 (F)
Blanc, Monta DOB: 06/03/1998 (F)



# I CPMS General

## 7a. Setting Notifications Preferences



13

- When logging in for the first time, it is **recommended** to set your **preferences for notifications**, which you will receive **via email**.



CPMS | Global Dashboard

Centre ERN Training Help & Support ▼ rndhpuser1 testuser ▼

### ⚙ Preferences

Personal Details

Notifications

#### ✉ Notifications

##### Mandatory Notifications

You will receive an email whenever any of the following events occur:

- ☒ You have been requested to participate in a Panel
- ☒ A Panel meeting time has been proposed
- ☒ You have been invited to a meeting
- ☒ There has been a request for additional information on a Panel
- ☒ All contributions to a Panel have been recorded

##### Optional Notifications

You will receive an email whenever any of the following events you have selected occur:

- ☒ A comment has been left on a Panel
- ☒ You have been directly mentioned on a Panel
- ☒ A Panel contribution has been recorded
- ☒ A Panel outcome is ready for review



# I CPMS General

## 7b. Setting ERN Preferences



14

- When logging in for the first time, please enter your **professional role** and **specialization**.
- Panel leads can view this information and invite you more targeted to panels.



CPMS | ERN-RND - Neurological Diseases

Centre ERN Training Help & Support rndhpuser1 testuser

✱ ERN-RND - Neurological Diseases USER:rndhpuser1 testuser ROLE:[ "HP" ]

### ⚙ ERN Preferences

My professional role:

Neurologist

#### ERN Thematic Areas

None

Cerebellar Ataxias and Spastic Paraplegias

Choreas and Huntington's Disease

Dystonias, paroxysmal disorders (nonepileptical ones) and Neurodegeneration with Brain Iron Accumulation

Frontotemporal dementia

Leukodystrophies

Atypical parkinsonian syndromes: Genetic PD, Multisystem Atrophy, Progressive Supranuclear Palsy, Corticobasal degeneration

#### I'm a specialist in:

☐

☒

☒

☒

☒

☒

☒

⚙ Update ERN Preferences

1. ✱  
ERN-RND

Hospital U...

Panels

Tasklist

My Meetings

Webinars

2. ⚙  
ERN Preferences

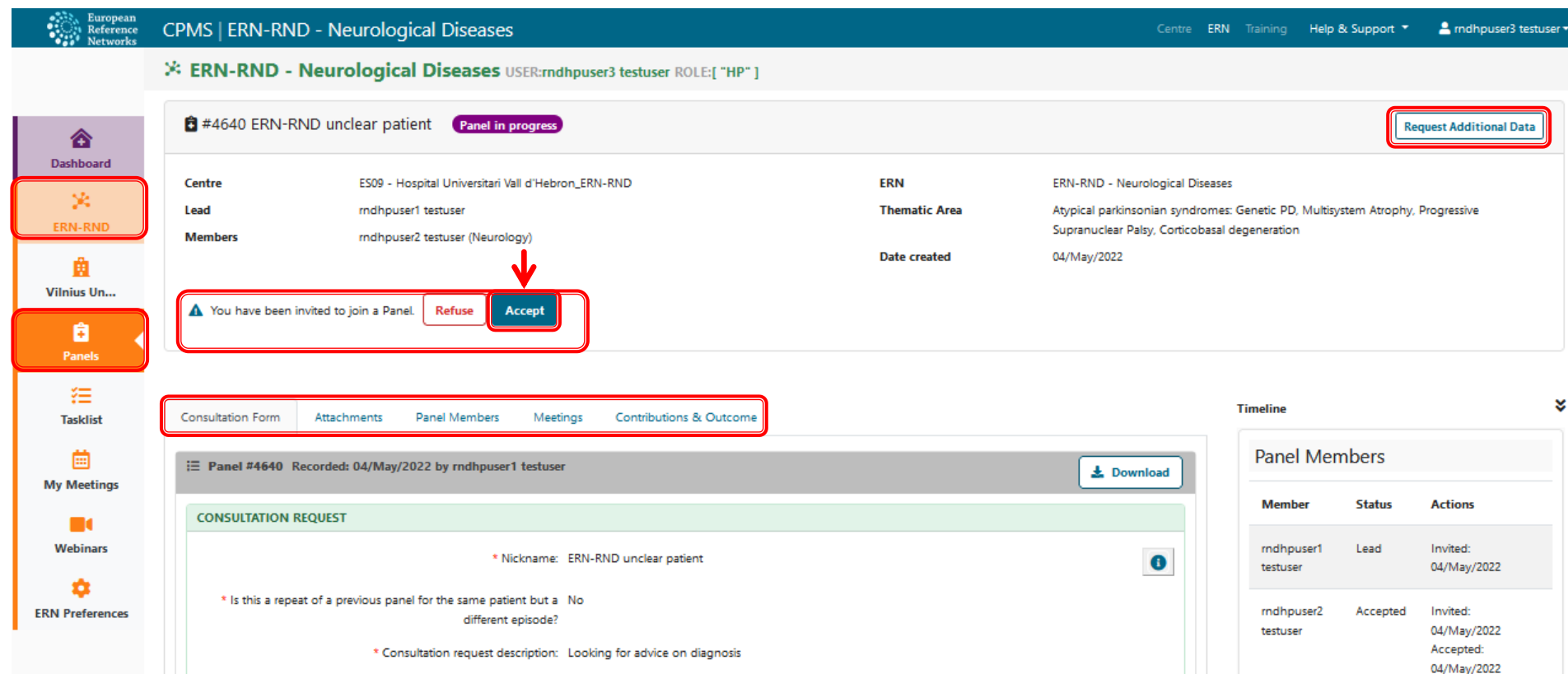


# II Panels – Basics

## 1. ‘Panel’ View

15

- You can select a panel in 2 ways: 1. from the ERN-Dashboard via “Panels” or 2. from the Centre-Dashboard via “Centre Panels” (only if panel was created by your centre)
- By opening a panel you can view all the panel activities including the consultation request, attachments, other panel members, meetings and contributions & outcome.
- You need to accept or refuse an invitation to a panel.



The screenshot displays the ERN-RND - Neurological Diseases dashboard. The top navigation bar includes the European Reference Networks logo, the text 'CPMS | ERN-RND - Neurological Diseases', and links for 'Centre', 'ERN', 'Training', 'Help & Support', and a user profile 'rndhpuser3 testuser'. The main content area shows a panel invitation for '#4640 ERN-RND unclear patient' with a status of 'Panel in progress'. A red box highlights the 'Request Additional Data' button. Below this, a table lists panel details: Centre (ES09 - Hospital Universitari Vall d'Hebron\_ERN-RND), Lead (rndhpuser1 testuser), Members (rndhpuser2 testuser (Neurology)), ERN (ERN-RND - Neurological Diseases), Thematic Area (Atypical parkinsonian syndromes: Genetic PD, Multisystem Atrophy, Progressive Supranuclear Palsy, Corticobasal degeneration), and Date created (04/May/2022). A red arrow points to the 'Accept' button in the invitation notification. The bottom section shows the 'Consultation Form' tab, which includes a 'CONSULTATION REQUEST' form with fields for Nickname (ERN-RND unclear patient) and a question about repeat panels. A red box highlights the 'Consultation Form' tab and the 'Download' button. On the right, the 'Panel Members' table lists members and their status.

Member	Status	Actions
rndhpuser1 testuser	Lead	Invited: 04/May/2022
rndhpuser2 testuser	Accepted	Invited: 04/May/2022 Accepted: 04/May/2022



## II Panels – Basics

### 1a. 'Panel' View: Timeline

16

- Shows all actions triggered by a Panel member or Lead in real-time
- Is a **chatting tool** AND allows panel members to make comments on images, contributions and outcome documents
- Can be seen by **all** panel members
- All requests for additional data appear here

**Timeline**

Panel Members

Member	Status	Actions
rndhpuser1 testuser	Lead	Invited: 06/May/2022
Doctor1	Accepted	Invited: 09/May/2022 Accepted: 09/May/2022
rnd coordinator	Accepted	Invited: 09/May/2022 Accepted: 09/May/2022
rndhpuser2 testuser	Accepted	Invited: 09/May/2022 Accepted: 09/May/2022

6

Panel Discussion

Document	Created
Panel #4642	06/May/2022

0

Add a comment

**Timeline**

Panel Discussion

Document	Created
Panel #4642	06/May/2022

0

I just uploaded the WES-results!

Cancel Save as...

Comment  
Task

rndhpuser1 testuser 09/May/2022 16:48  
Could we meet in a videocall later this week? I propose Thursday afternoon.

Add a comment

Requested: rndhpuser1 testuser  
09/May/2022 16:44  
Could we meet in a videocall later this week? I propose Thursday afternoon. Please vote for your slots!

Add a comment

Action

Choosing „Task“ produces an **action** button for the panel lead





# II Panels – Basics

## 1b. 'Panel' View: Panel Tabs

17

Patient ID: **ERN-ES09-ERN-RND-045** Lovegood, Luna DOB: 01/May/1942 (F) Enrolled: 06/May/2022

#4642 No Hint Of Real Name! **Panel in progress** [Request Additional Data](#)

<b>Centre</b>	Hospital Universitari Vall d'Hebron_ERN-RND	<b>ERN</b>	ERN-RND - Neurological Diseases
<b>Lead</b>	iser1 testuser	<b>Thematic Area</b>	Atypical parkinsonian syndromes: Genetic PD, Multisystem Atrophy, Progressive Supranuclear Palsy, Corticobasal degeneration
		<b>Date created</b>	06/May/2022

Consultation Form Attachments Panel Members Meetings Contributions & Outcome Timeline

**Consultation Form**

**Attachments**

**Panel Members**

**Meetings**

**Contributions & Outcome**

**View Patient information**

*Panel lead/manager only:*  
**Edit Patient information**

Here you can **view all uploads** that were provided by the panel lead in „medical documents“

**View** all panel members & manage your status

*Panel lead/manager only:*  
**Invite panel members**, set a panel lead

**Schedule, edit and enter** meetings

**View** the contributions of other panel members and **write contributions and outcome**.

*Panel lead only:* **Sign-off** and **close** the panel.

**You can freely switch between these tabs anytime**



# II Panels - Basics

## 2. Interactions in the panel

18

Panel members can see consultation form and attachments, request additional data, provide comments or ask questions in the timeline and write contributions.

The screenshot displays the ERN-RND panel interface for a specific panel (#4642 No Hint Of Real Name!). The interface is divided into several sections:

- Header:** Panel name, status (Panel in progress), and a "Request Additional Data" button.
- Metadata:** Centre (ES09 - Hospital Universitari Vall d'Hebron, ERN-RND), Lead (rndhpuser1 testuser), Members (Doctor1 (Unspecified), rnd coordinator (Professor), rndhpuser2 testuser (Neurology)), ERN (ERN-RND - Neurological Diseases), Thematic Area (Atypical parkinsonian syndromes: Genetic PD, Multisystem Atrophy, Progressive Supranuclear Palsy, Corticobasal degeneration), and Date created (06/May/2022).
- Actions:** A button indicating "There are requests for additional data" with a "View" link.
- Navigation:** Tabs for Consultation Form, Attachments, Panel Members, Meetings, and Contributions & Outcome. The "Meetings" and "Contributions & Outcome" tabs are highlighted with red boxes.
- Contributions:** A section where panel members can write contributions. It includes a text area, a file upload button, and a "Record Contribution" button. A red arrow points to the "Record Contribution" button with the text "Every panel member can write a contribution".
- Timeline:** A section showing the panel discussion history. It includes a table of document requests and a list of comments. A red arrow points to the "Add a comment" button with the text "Panel members can use the Chatting tool integrated in Timeline".

Red boxes and arrows highlight key features:

- Panel members can schedule and join meetings:** Points to the "Meetings" tab.
- Panel members can 'Request Additional Data':** Points to the "Request Additional Data" button.
- Every panel member can write a contribution:** Points to the "Record Contribution" button.
- Panel members can use the Chatting tool integrated in Timeline:** Points to the "Add a comment" button.

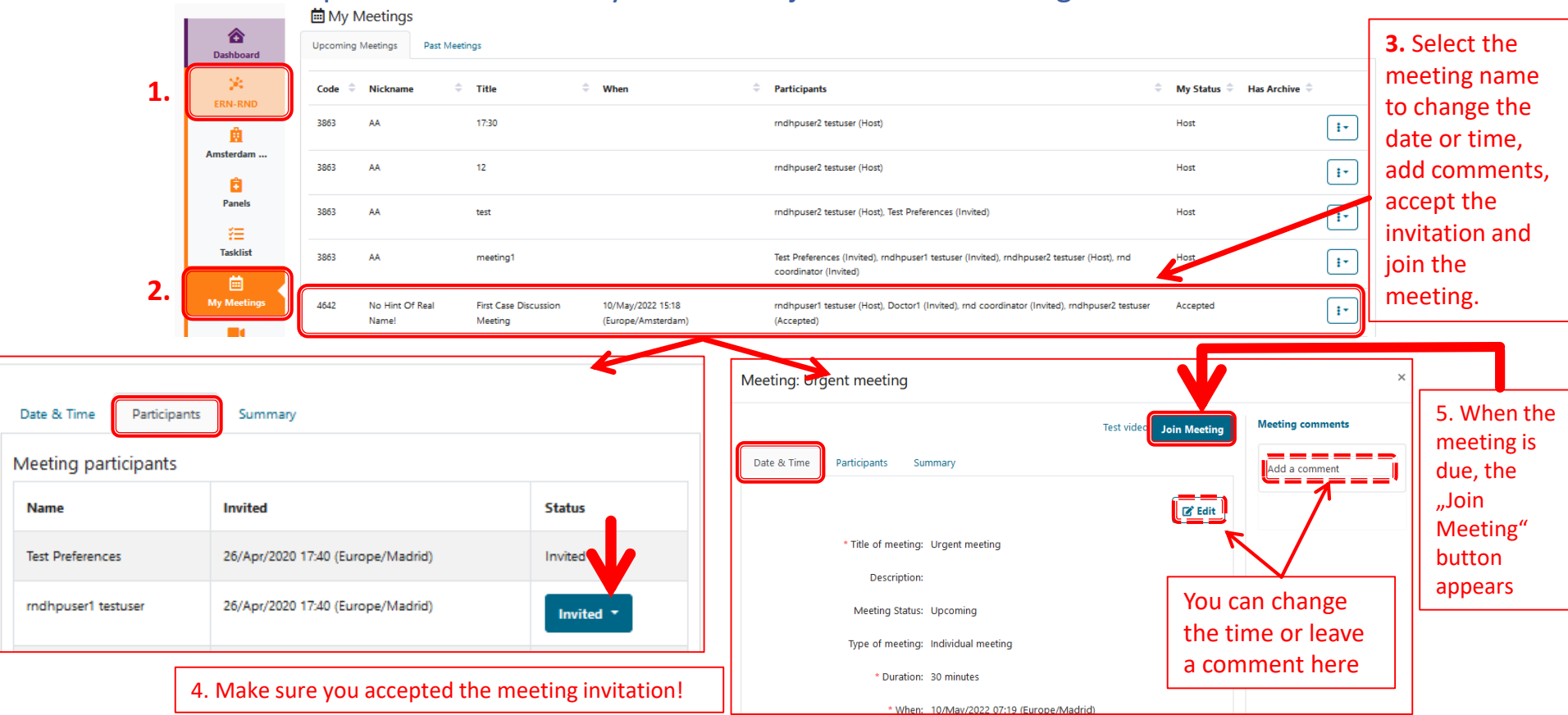


# II Panels – Basics

## 3a. Meetings – how to join

19

- Once accepted, the invited meeting member can join the meeting *via* ERN-Dashboard ‘My Meetings’ or by selecting the Meetings-tab when viewing the Panels.
- Please note that ERN-RND usually conducts case discussions with a different videotool outside CPMS. CPMS Helpdesk will instruct you how to join these meeting.



1. Select the **My Meetings** tab in the sidebar.

2. Select the meeting name to change the date or time, add comments, accept the invitation and join the meeting.

3. Select the meeting name to change the date or time, add comments, accept the invitation and join the meeting.

4. Make sure you accepted the meeting invitation!

5. When the meeting is due, the „Join Meeting“ button appears

You can change the time or leave a comment here

Code	Nickname	Title	When	Participants	My Status	Has Archive
3863	AA	17:30		rndhpuser2 testuser (Host)	Host	
3863	AA	12		rndhpuser2 testuser (Host)	Host	
3863	AA	test		rndhpuser2 testuser (Host), Test Preferences (Invited)	Host	
3863	AA	meeting1		Test Preferences (Invited), rndhpuser1 testuser (Invited), rndhpuser2 testuser (Host), rnd coordinator (Invited)	Host	
4542	No Hint Of Real Name!	First Case Discussion Meeting	10/May/2022 15:18 (Europe/Amsterdam)	rndhpuser1 testuser (Host), Doctor1 (Invited), rnd coordinator (Invited), rndhpuser2 testuser (Accepted)	Accepted	

Name	Invited	Status
Test Preferences	26/Apr/2020 17:40 (Europe/Madrid)	Invited
rndhpuser1 testuser	26/Apr/2020 17:40 (Europe/Madrid)	Invited

Meeting: Urgent meeting

Date & Time Participants Summary

Test video Join Meeting Meeting comments

Add a comment

Edit

\* Title of meeting: Urgent meeting

Description:

Meeting Status: Upcoming

Type of meeting: Individual meeting

\* Duration: 30 minutes

\* When: 10/May/2022 07:19 (Europe/Madrid)

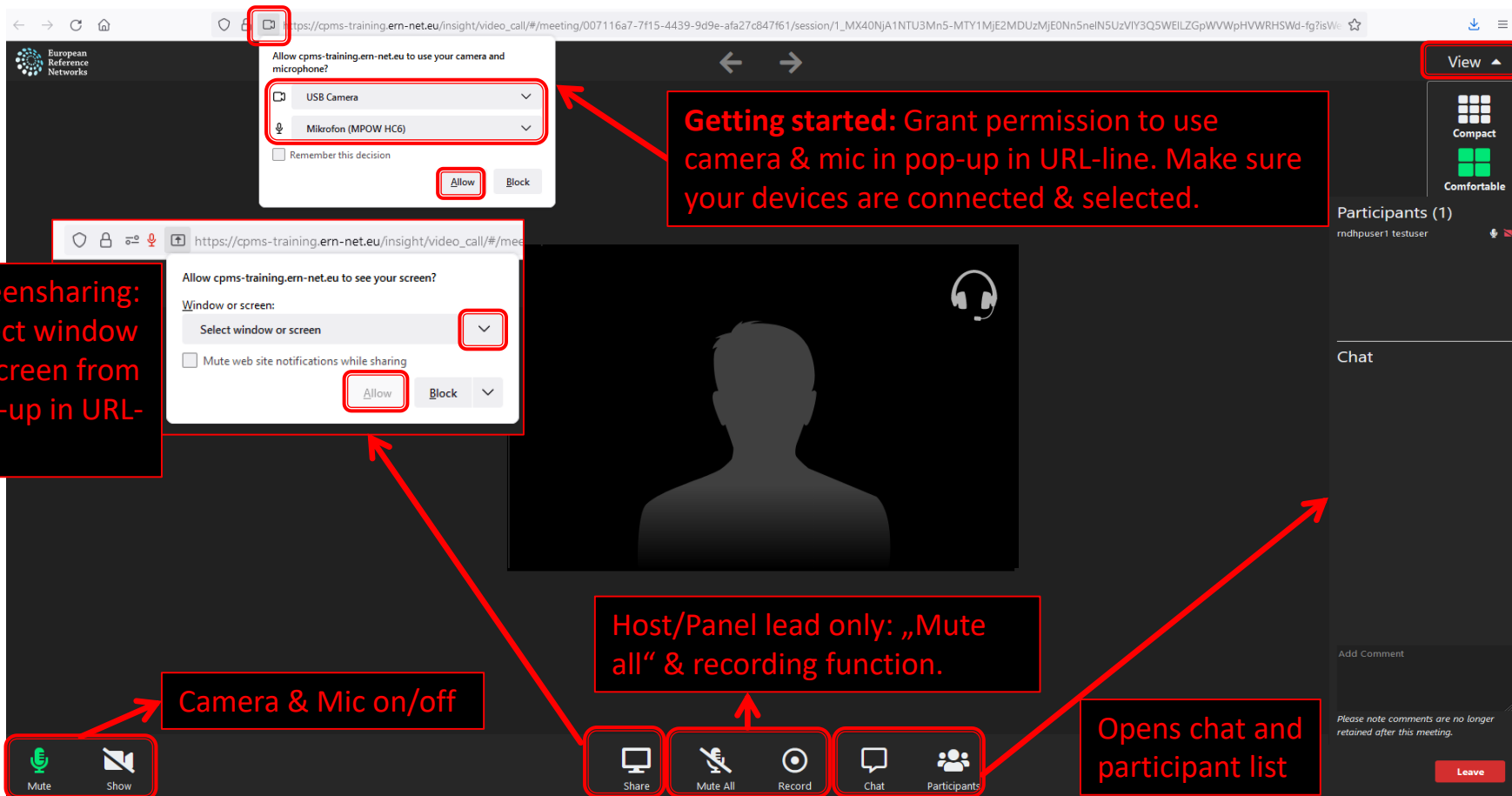


# II Panels – Basics

## 3b. The CPMS videotool

20

- Attention: The conferencing tool is sometimes blocked by hospital firewalls
- Once you click “join meeting”, the video call will open in a new tab in your browser. A pop-up will ask you to select camera and microphone. **Re-load the page to change selected devices.**



The screenshot shows the CPMS videotool interface. The browser address bar contains the URL: `https://cpms-training.ern-net.eu/insight/video_call/#/meeting/007116a7-7f15-4439-9d9e-afa27c847f61/session/1_MX40NjA1NTU3Mn5-MTY1MjE2MDUzMjE0Nn5neIN5UzVIY3Q5WEILZGpWVWpHVWRHSWd-fg?isV...`. A red box highlights the address bar, with an annotation: **Getting started: Grant permission to use camera & mic in pop-up in URL-line. Make sure your devices are connected & selected.**

A permission pop-up is displayed: "Allow cpms-training.ern-net.eu to use your camera and microphone?". It shows "USB Camera" and "Mikrofon (MPOW HC6)" selected. The "Allow" button is highlighted with a red box.

Another permission pop-up is shown: "Allow cpms-training.ern-net.eu to see your screen?". It shows "Window or screen" selected. The "Allow" button is highlighted with a red box. An annotation points to this pop-up: **Screensharing: Select window or screen from pop-up in URL-line**.

The main interface shows a video call in progress with a silhouette of a person. On the right, there is a sidebar with "View" (Compact/Comfortable), "Participants (1)" (rnhpuser1 testuser), "Chat", and "Add Comment".

At the bottom, there is a control bar with icons for Mute, Show, Share, Mute All, Record, Chat, and Participants. Annotations point to these controls:

- Camera & Mic on/off** points to the Mute and Show icons.
- Host/Panel lead only: „Mute all“ & recording function.** points to the Mute All and Record icons.
- Opens chat and participant list** points to the Chat and Participants icons.



## II Panels – Basics

### 4. Contributions & outcome

21

- ❑ **Panel members** can **write contributions** anytime. We recommend especially for those experts who cannot join a meeting to provide their advice here.
- ❑ If contributions of panel members are **provided in a meeting instead**, the **panel lead** should document these in ‘**outcome**’.
- ❑ After consultation, the **outcome** is written by the panel lead only.  
*Optional: Panel members can comment on the document.*

Consultation Form   Attachments   Panel Members   Meetings   **Contributions & Outcome**

Contributions

rndhpuser1 testuser   Doctor1   rnd coordinator   rndhpuser2 testuser

Record your contribution here

**1a. Write your contribution here...**

Or attach file:  No file selected.

How much time did you spend on this Assessment?   0   HRS   0   MINS

**1b. ...or attach it as a document**

**2. Save your contribution**

**Request Contributions**

**Record Contribution**

*Panel lead option: Notifies all panel members to contribute*



# III Leading a panel

## 1. How to discuss your case

22

### Best practices for CPMS virtual discussions



**1) Obtain patient  
consent form for CPMS**



**2) Enter the patient  
case in CPMS\*\***



**3) Provide the ERN-RND CPMS  
helpdesk\* with the following data:**

- Type of expertise you would need  
e.g. pediatrician, geneticist
- Recommend experts as panel members OR  
state if the CPMS Helpdesk should choose
- State your focus for the case  
discussion/outcome? e.g. treatment options
- Propose suitable time slots for a discussion



**4) CPMS Helpdesk organizes a  
virtual discussion**



**5) Panel lead performs the  
recommended tests  
/investigations (if any)**

*Optional: another case discussion to present the new results (with the  
same or other panel members)*



**6) Write an outcome**



**7) Sign off and close the  
panel**

\*Email: [cpms-helpdesk\\_ern-rnd@med.uni-tuebingen.de](mailto:cpms-helpdesk_ern-rnd@med.uni-tuebingen.de)

\*\* Make sure to upload MRI data (DICOM) & patient videos!



# III Leading a panel

## 2. Patient List

23

- The patient list allows you to view all enrolled patients of your institution. Please do not enroll the same patient twice.
- Click on a patient to view and manage/restart panel(s) for this patient. Please do not open more than one panel per patient at a time.
- Click on a panel to enter the 'panel view'

CPMS | ES09 - Hospital Universitari V...

ES09 - Hospital Universitari Vall d'Hebron\_ERN-RND USER:

Patient List

Last name	First Name	Record Label
ABC	ABC	ABC, ABC DOB: 12/Oct/2021 (F)
CCC	AVC	CCC, AVC DOB: 13/May/1954 (M)
Customizemann	Data	Customizemann, Data DOB: 05/02/2002 (F)
Darwin	Charles	Darwin, Charles DOB: 12/02/1920 (UN)
Doe	Janet	Doe, Janet DOB: 01/Apr/2012 (F)

CPMS | ES09 - Hospital Universitari V...

Patient ID: ERN-ES09-ERN-RND-040 Doe, Janet DOB: 01/Apr/2012 (F) Enrolled: 11/Apr/2022

Panels

Panel ID	Nickname	Started	Lead	State	ERN	Thematic Area
# 4496	SF-MEN1	05/Nov/2021 11:45	rndhpuser1	Sign-off	ERN-RND - Neurological	Dystonias, paroxysmal disorders (nonepileptical ones) and Neurodegeneration with Brain

Showing 1 to 1 of 1 entries

first prev next

Create a New Panel

Copy Panel  
Abort Panel  
Restart Panel



# III Leading a panel

## 3. Enrol Patient

Co-financed by the Connecting Europe Facility of the European Union

24

Dashboard

ERN-RND

1. Hospital U...

Patient List

Centre Panels

Patients

Enrol Patient 2.

Patient List

42 Patients

Enrol Patient

\* Patient Id: ERN-ES09-ERN-RND-045

\* Date Enrolled: No date selected ✓

[Download Model Consent Forms](#)

Consent Requested	Consent Given	Date
* Consent for care	<input type="radio"/> Yes <input type="radio"/> No	
* Consent for ERN databases/Registries	<input type="radio"/> Yes <input type="radio"/> No	
* Consent contact for research	<input type="radio"/> Yes <input type="radio"/> No	

Identifying Data

\* First Name:

\* Last Name:

\* Gender:

\* Date of Birth: No date selected ✓

\* Record Label:

Cancel

Enrol Patient

Start enrolling a new patient via the Centre Dashboard (1. &amp; 2.)

3. Enroll your patient.

Choose „today“-button from picker

See next page (p.24) for details

Required fields are marked with red \*

If Enrol-button is not-yet clickable, check for unfilled required fields. All fields with dates are mandatory!

Only visible for users from your own hospital. Pseudonymisation possible, but not recommended.

Click to finalise enrolment





# III Leading a panel

## 3a. Patient consent forms

25

- ✳ Obtaining **consent for care** before enrolment is **mandatory** in order to use CPMS!
- ❑ Consent for ERN databases/Registries: **Not mandatory**. If 'Yes' it authorizes Panel leads to make the clinical data available for ERN researchers after an outcome has been signed-off. Name and Date of Birth will still not be visible for them!
- ❑ Consent contact for research: **Not mandatory**. If 'Yes' it states that patients are interested to be contacted by outside ERN research projects (e.g. clinical trials)

The CPMS patient  
consent form: Available  
in 25 different languages

Download Model Consent Forms

Download Consent Forms

Download Consent Forms (pdf format)

- BG (20/11/2017)
- CS (04/05/2018)
- DA (20/11/2017)
- DE (05/03/2018)
- EL (20/11/2017)
- EN (20/11/2017)
- ES (04/05/2018)
- ET (20/11/2017)
- FI (20/11/2017)
- FR (04/05/2018)
- GA (20/11/2017)
- HR (20/11/2017)
- HU (20/11/2017)
- IT (04/05/2018)
- LT (20/11/2017)
- LV (21/11/2017)
- MT (20/11/2017)
- NL (20/04/2018)
- NO (05/12/2017)
- PL (04/05/2018)
- PT (20/11/2017)
- RO (20/11/2017)
- SK (20/11/2017)
- SL (20/11/2017)
- SV (04/05/2018)

Reference

- Guidelines Toolkit Case Study
- Good Practices Informed Consent Data Management

Consent for care is **mandatory**

Consent Requested	Consent Given	Date	
* Consent for care	<input checked="" type="radio"/> Yes <input type="radio"/> No	06/May/2022	<input checked="" type="checkbox"/>
* Consent for ERN databases/Registries	<input checked="" type="radio"/> Yes <input type="radio"/> No	No date selected	<input checked="" type="checkbox"/>
* Consent contact for research	<input checked="" type="radio"/> Yes <input type="radio"/> No	No date selected	<input checked="" type="checkbox"/>

These fields for dates are mandatory!

ok.

Here you can just write 'OK'

Please enter any additional information regarding the patients consent. This field is Mandatory.

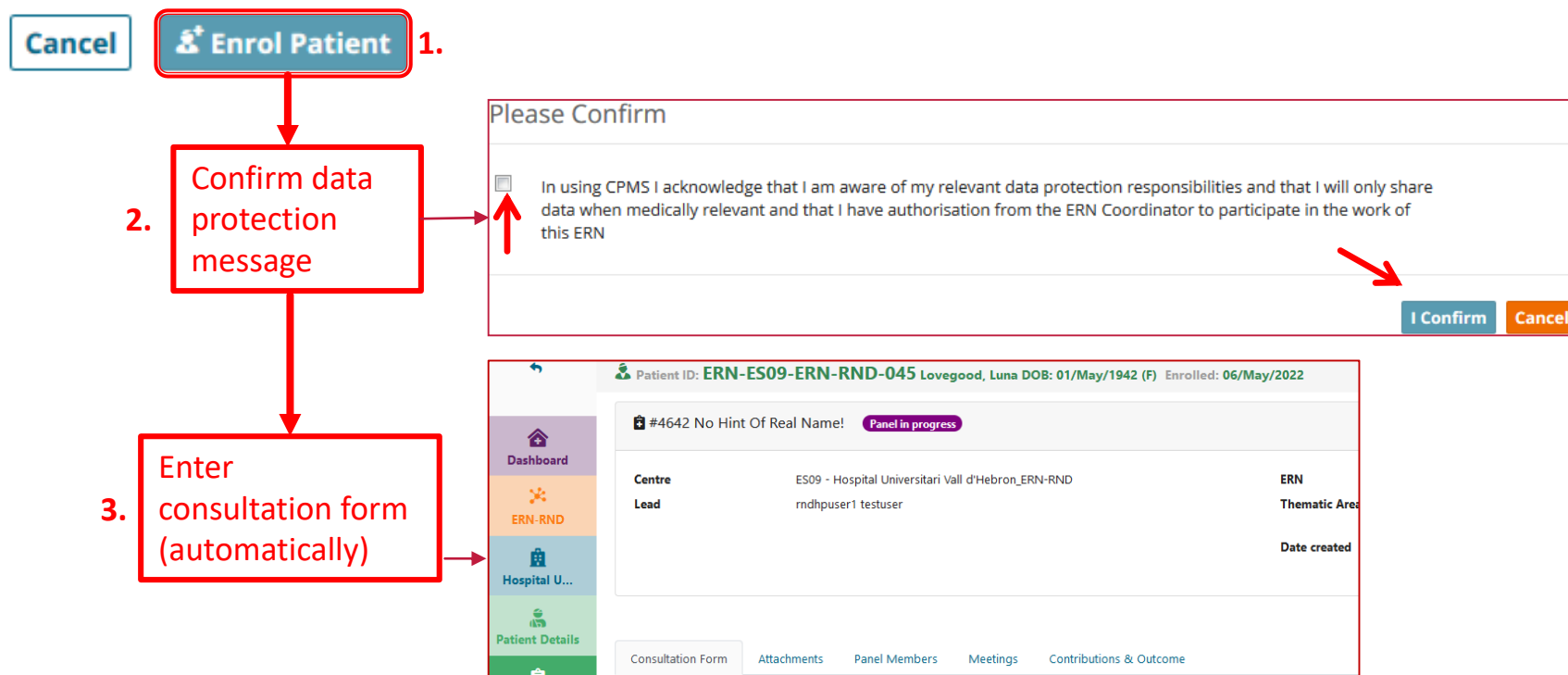


# III Leading a panel

## 4. Consultation form

26

- ❑ The consultation form: heart of the case discussion (consultation process), necessary to reach a consensus for diagnosis and treatment
- ❑ Composed of multiple sections; you can decide which of them and how detailed you will fill
- ❑ Several coding systems available (e.g. ICD, ICC3-3/10, HPO, ORDO, LOINC etc.), pick one or more of them
- ❑ Search widget: type first letter of a phenotype to get suggestions





# III Leading a panel

## 4a. Consultation Request

27

Consultation Form Attachments Panel Members Meetings Contributions & Outcome

Panel #4642 Recorded: 06/May/2022 by rndhpuser1 testuser

☒ Consultation Request ☐ 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 ☐ Others ☐ Medical Documents

**CONSULTATION REQUEST**

Do not use any nicknames liable to identify the patient, including his/her first name or last name.

\* Nickname: No Hint Of Real Name ✓

Is urgency required for this panel? ☐

Is this a repeat of a previous panel for the same patient but a different episode? ☐ Yes ☒ No ☐ Don't know

\* Consultation request description: Contradictory: WES vs. phenotype

\* Consultation request reason: ☒ Diagnosis ☒ Treatment ☐ Other

\* Healthcare provider: ES09 - Hospital Universitari Vall d'Hebron ✓

\* Point of care specialist: [current user] ✓

\* ERN: ERN-RND

\* Panel lead: rndhpuser1 testuser

Panel Manager: No Panel Managers are available in your HCP, the ERN Coordinator/Dispatcher will assign a Panel Manager for this panel at a future state of the consultation workflow.

\* Primary thematic area: ☒ Atypical parkinsonian syndromes: Genetic PD, Multisystem Atrophy, Progressive Supranuclear Palsy, Corticobasal degeneration ☐ Cerebellar Ataxias and Spastic Paraplegias ☐ Chorea and Huntington's Disease ☐ Dystonias, paroxysmal disorders (nonepileptical ones) and Neurodegeneration with Brain Iron Accumulation

Nickname of patient is visible for users external to your centre; it is one of the searchable items in CPMS

This section allows upload of DICOMs, videos, ppt, PDFs etc.

In these settings Panel Lead = Point of Care Specialist

Different sections of consultation form, only 'Consultation Request' is mandatory.



# III Leading a panel

## 4b. Patient Information

28

Documents



**Consultation Form** | Attachments | Panel Members | Meetings | Contributions & Outcome

**Consultation Form** | Recorded: 11/Apr/2021 20:39 (Europe/Berlin) by: rndhpuser5 testuser

☒ Consultation Request ☒ 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 ☐ Others ☐ Medical Documents

**CONSULTATION REQUEST**

Do not use any nicknames liable to identify the patient, including his/her first name or last name.

\* Nickname:

Is urgency required for this panel? ☐

\* Is this a repeat of a previous panel for the same patient but a different episode? ☐ Yes ☒ No ☐ Don't know

\* Consultation request description:

\* Consultation request reason: ☒ Diagnosis ☒ Treatment ☐ Other

\* Healthcare provider:

1. After filling the minimum mandatory 'Patient Information', click **save**.

Save

2. Now you can **close** the consultation form to access other sections of the panel

Close

Save



# III Leading a panel

## 4c. Optional sections

29

- You can decide which sections are most useful to describe the case in your particular situation.
- While not mandatory, maybe for your particular case they are essential.
- You can use them by ticking the box next to the heading.

<input checked="" type="checkbox"/>	Consultation Request	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Information	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Episode Description	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rare Disease Diagnosis	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Comorbidities	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Phenotype/Genetic Features and Biobanks	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Family History	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Health Behaviours	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Allergies and Other Adverse Reactions	<input type="checkbox"/>
<input checked="" type="checkbox"/>	History of Past Illness and Disorders	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Special Treatment Intervention	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Surgical Procedures	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Transplantation History	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<b>Medication Summary</b>	<input type="checkbox"/>
<input type="checkbox"/>	Others	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Medical Documents	<input type="checkbox"/>

Anything uploaded here will also appear in the attachment tab






# III Leading a panel

## 4d. Re-enter editing mode

30

The screenshot shows a patient panel interface. On the left is a sidebar with navigation options: Dashboard, ERN-RND, Hospital U..., Patient Details, Patient Panels, Patient Documents, and Transfer Request. The main content area shows patient information for ERN-ES09-ERN-RND-045 Lovegood, Luna, DOB: 01/May/1942 (F), Enrolled: 06/May/2022. Below this is a section for 'Panel #4642 No Hint Of Real Name!' with a 'Panel in progress' status. The panel details include Centre (ES09 - Hospital Universitari Vall d'Hebron\_ERN-RND), Lead (rndhpuser1 testuser), ERN (ERN-RND - Neurological Di), Thematic Area (Atypical parkinsonian syndr, Supranuclear Palsy, Corticol), and Date created (06/May/2022). The 'Consultation Form' tab is active, showing a 'CONSULTATION REQUEST' form with fields for Nickname, Repeat status, Description, and Reason. The 'Edit' button is highlighted with a red box and an arrow pointing to it.

The section „Patient documents“ is only visible for yourself! To upload medical documents **for the panel to see them**,  the consultation form and upload them in „Medical Documents“ (see p.31)

If you want to re-enter the consultation form, click **‘edit’**



# III Leading a panel

## 6. Attachments

31

- Upload attachments: make sure **to remove personal data** in all documents!  
Only DICOM and CDA documents are de-identified automatically.
- **Convert PPT(x) files to PDF** before uploading them. Only then panel members can open these within the CPMS-viewer.

Click on "edit" in consultation form

Click on "Medical Documents"

"Attach File". Follow instructions. Drop files in square, then press "attach" for upload

Remember to Save consultation form

1. Consultation Form Attachments Panel Members Meetings Contributions & Outcome

Panel #4642 Recorded: 06/May/2022 by rndhpuser1 testuser

Download Edit

2.

Consultation Request

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

Others

Medical Documents

3.

MEDICAL DOCUMENTS

Use this feature to share Files and DICOM images with this Panel. The server can remove identifying data from DICOM images and CDA standard documents. You must remove all identifying data from all other file types before uploading.

The sharing rules for these Files and DICOM images are the same as for this form. When you share this form with a Panel all attached files and DICOM images are also visible to the Panel.

4. Attach file / image Attach Using FTP

Use FTP only if file size > 1 GB



# III Leading a panel

## 7. Manage Panel members

32

- Form the panel by inviting other Health Professionals if you already know the most suitable experts.
- **Otherwise**, inform the **ERN-RND helpdesk via Email** & they will compose a panel according to the your needs and schedule a meeting for you. In this case, you can skip this section entirely and **directly go to page 38**.

Filter according to expertise area or search for a specific expert here

In „Invited“, you can see the status of panel members and accept invitations on their behalf

OPTIONAL

Name	HCPs	Specialisation	Invite All
TESTUSER, rndhpuser3	LT01 - Vilnius University Hospital Santaros klinikos_ERN-RND	neurologist	<b>Invite</b>
TESTUSER, rndhpuser4	HU03 - Semmelweis University_ERN-RND	geneticist	Invite
TESTUSER, rndhpuser5	DE22 - University Hospital and Faculty of Medicine Tübingen_ERN-RND	Neurologist	Invite





# III Leading a panel

## 7a. Changing Panel Lead

33

### Changing Panel Lead:

- As panel creator, you are by default the **panel lead**: you can invite experts, edit the panel or set another panel member to be the panel lead.  
**Only the panel lead can sign-off and close the panel!**
- While **panel managers** (dedicated staff from your centre or the ERN) can help you invite experts on your behalf and edit consultation form and outcome, they cannot sign-off and close the panel.
- **Changing the panel lead (e.g. in order to close the panel):**

Consultation Form   Attachments   **Panel Members**   Meetings   Contributions & Outcome

Invited   Available   Co-ordinator Assistance

#### Invited Panel Members

Name	Specialisation	Status	When
rndhpuser1 testuser		Lead	Invited: 06/May/2022
Doctor1 (Guest)	Unspecified	Accepted	Invited: 09/May/2022 Accepted: 09/May/2022
rnd coordinator	Professor	Accepted	Invited: 09/May/2022 Accepted: 09/May/2022
rndhpuser2 testuser	Neurology	Accepted	Invited: 09/May/2022 Accepted: 09/May/2022

Accept all

Accept  
Refuse  
**Set As Lead**

All ERN-RND  
members invited to  
the panel can be set  
as panel lead

OPTIONAL



# III Leading a panel

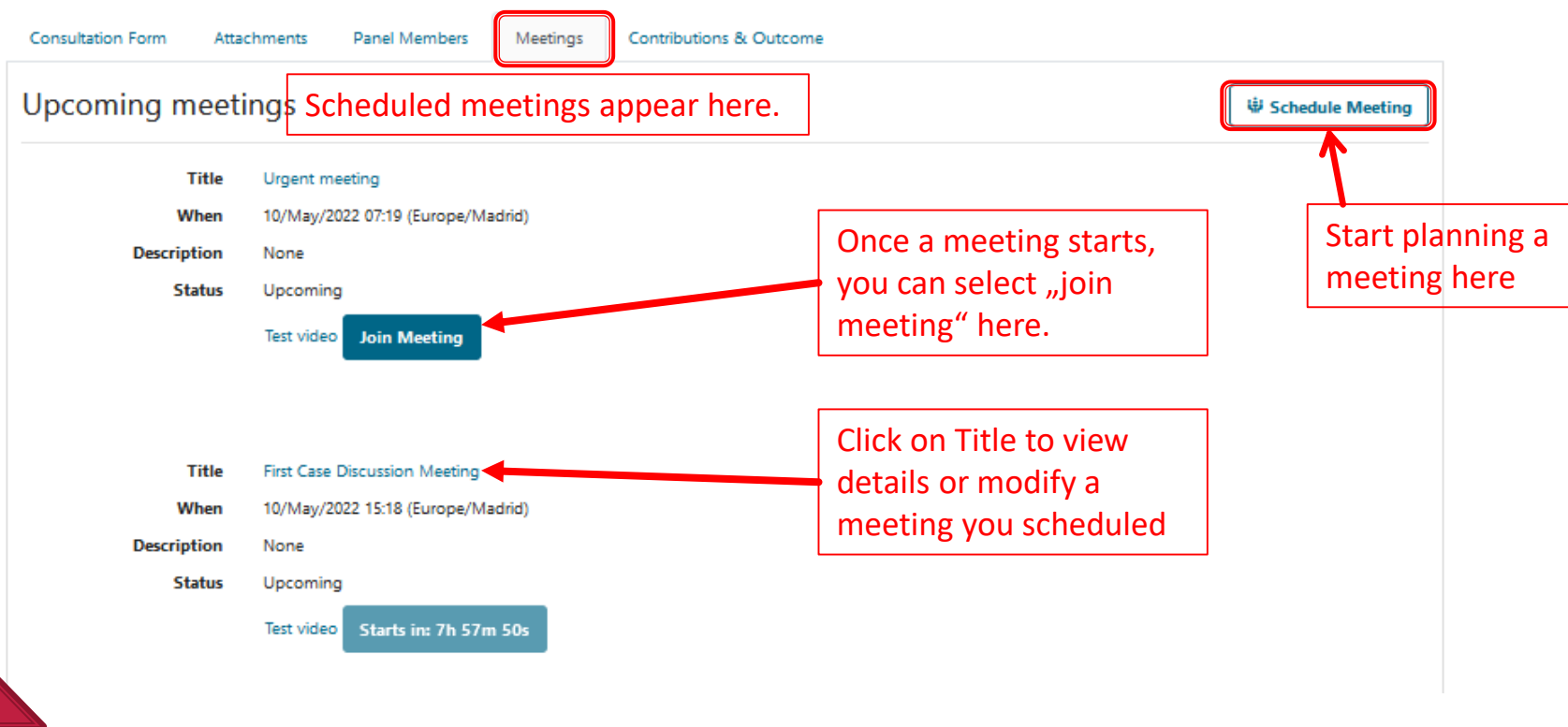
## 8. Meetings

34

- ❑ **Recommended:** after informing the **ERN-RND helpdesk via Email**, they will compose a panel and schedule a meeting for you.

In this case, you can **skip this section** of the guide entirely & jump to p.38.

- ❑ If you entered **multiple panels** in CPMS, discuss all cases **in one meeting**



Consultation Form Attachments Panel Members **Meetings** Contributions & Outcome

Upcoming meetings **Scheduled meetings appear here.**

**Schedule Meeting**

**Once a meeting starts, you can select „join meeting“ here.**

**Start planning a meeting here**

**Click on Title to view details or modify a meeting you scheduled**

Title	Urgent meeting
When	10/May/2022 07:19 (Europe/Madrid)
Description	None
Status	Upcoming
Test video	<b>Join Meeting</b>

Title	First Case Discussion Meeting
When	10/May/2022 15:18 (Europe/Madrid)
Description	None
Status	Upcoming
Test video	<b>Starts in: 7h 57m 50s</b>

OPTIONAL

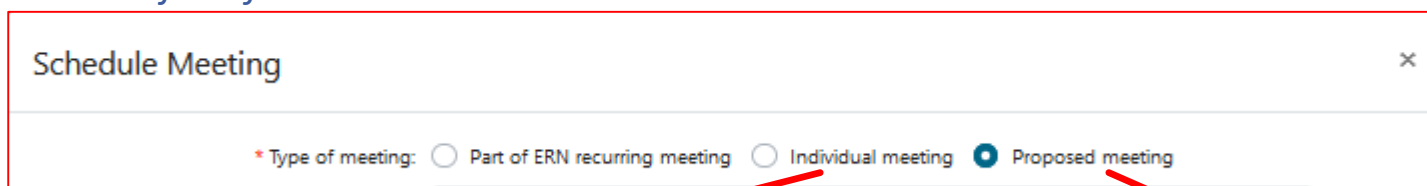


# III Leading a panel

## 8a. Meetings – *Setting a date*

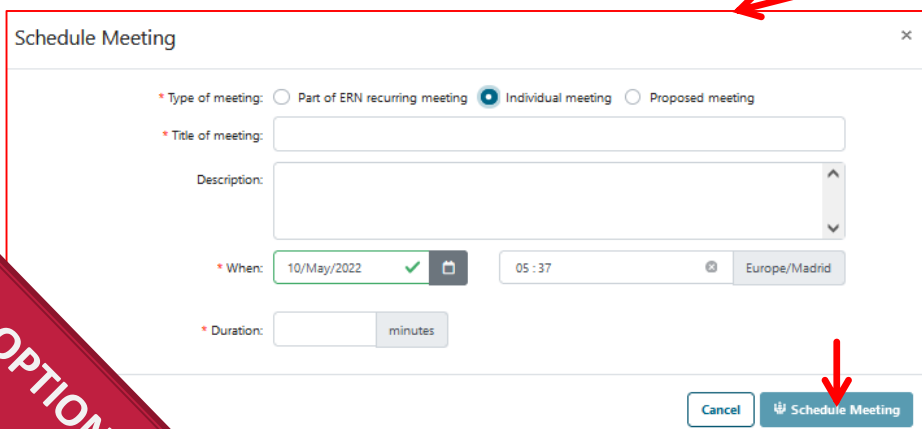
35

- Choose **Individual meeting** from the list if you already want to set a single, **fixed date** for the meeting
- Choose **proposed meeting** in order to propose several time slots to the panel members to find a suitable appointment
- **Do not** choose ERN recurrent meeting: inform ERN-RND helpdesk if you want to present in ERN-RND's *jour fix*.



Schedule Meeting

\* Type of meeting: ☐ Part of ERN recurring meeting ☐ Individual meeting ☒ Proposed meeting



Schedule Meeting

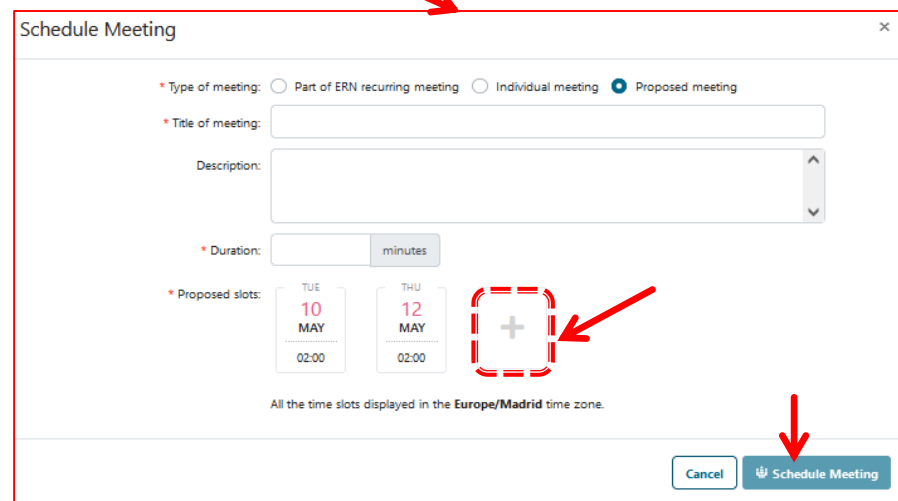
\* Type of meeting: ☐ Part of ERN recurring meeting ☒ Individual meeting ☐ Proposed meeting

\* Title of meeting:

Description:

\* When: 10/May/2022 ☒ 05:37  Europe/Madrid

\* Duration:  minutes



Schedule Meeting

\* Type of meeting: ☐ Part of ERN recurring meeting ☐ Individual meeting ☒ Proposed meeting

\* Title of meeting:

Description:

\* Duration:  minutes

\* Proposed slots:

All the time slots displayed in the Europe/Madrid time zone.

OPTIONAL



# III Leading a panel

## 8b. Meetings – *Invite participants*

36

- ❑ **Invite** participants *via* the tab ‘**Participants**’. You can invite other Health Professionals to join the meeting, including those who are not part of the panel.
- ❑ Invitees are notified via Email, they **must first accept/decline it** (s.ERN-Dashboard)

Test video **Join Meeting** Meeting comments

Date & Time **Participants** Summary

Meeting participants

Name	Invited	Status
rndhpuser1 testuser	10/May/2022 07:28 (Europe/Madrid)	Host

Invite the members of your panel

Name	Invite All
Doctor1	Invite
rnd coordinator	Invite

Invite the members of your ERN

Thematic area: Atypical parkinsonia

Search by Name or Hospital

Available Healthcare Professionals HCPs Specialisation **Invite All**

Here you can join the meeting

Use these options as preparation for the meeting and/or for writing conclusions afterwards

Make sure to invite all your panel members!

Search for additional invitees here. Can't find them?  
Notify **ERN-RND Helpdesk** via Email.

OPTIONAL

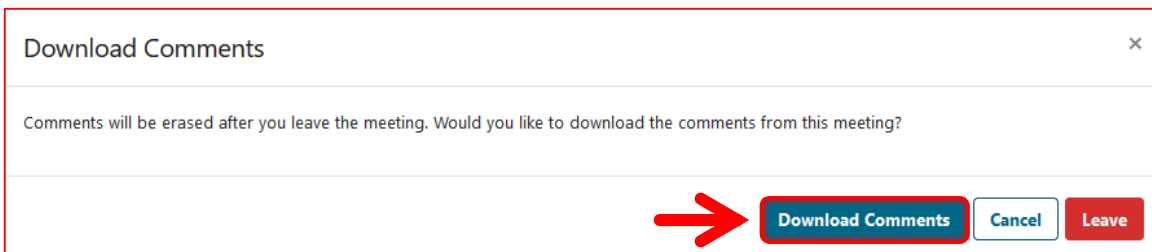


# III Leading a panel

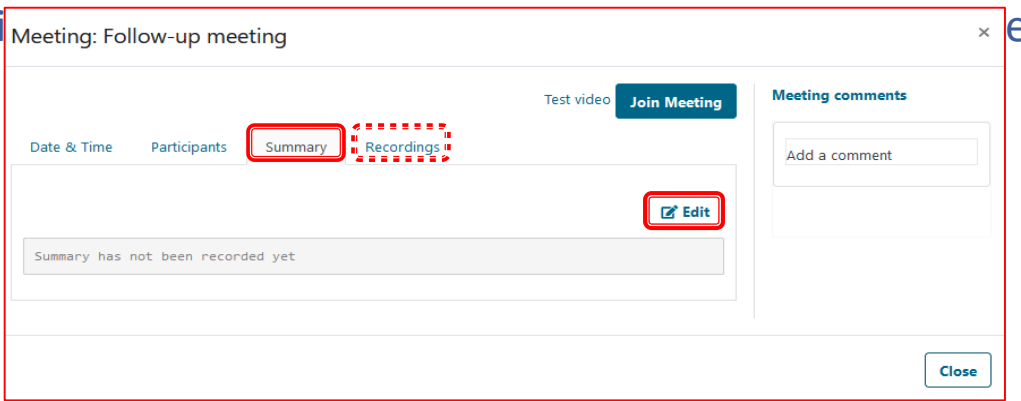
## 8c. *In & after the meeting*

37

- Refer to **pages 19 & 20** for how to join a meeting and for functions of the CPMS videotool.
- When leaving the call, CPMS will ask you if you want to save the comments (=chat). **If you do not save them on your PC now, they will be lost.**



- As panel lead, you should write a **meeting summary** once the meeting is over. Select the respective meeting from the “meeting” tab of the panel.
- If you recorded the meeting, you can edit the meeting details:



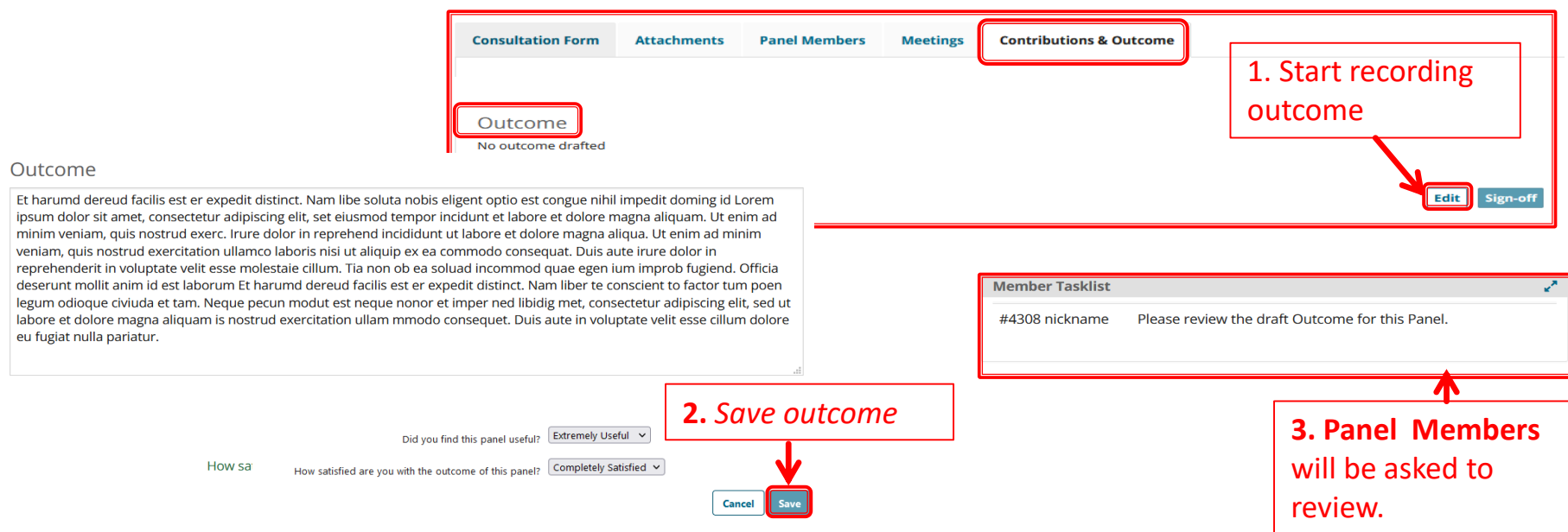


# III Leading a panel

## 9. Contributions & Outcome

38

- ❑ **Written contributions** of panel members, esp. of those who cannot join the meeting to provide advice, can be viewed in the panel's 'Contribution & Outcome' tab.
- ❑ If contributions of panel members are **provided in a meeting instead**, you as the panel lead should document these in '**outcome**'.
- ❑ **Taking together advice from timeline, contributions and meetings**, Panel Lead has to write the outcome in CPMS
- ❑ **Other panel members** can view and comment on the draft. They **cannot** edit it.



Consultation Form Attachments Panel Members Meetings **Contributions & Outcome**

**Outcome**  
No outcome drafted

Outcome

Et harumd dereud facilis est er expedit distinct. Nam libe soluta nobis eligent optio est congue nihil impedit doming id Lorem ipsum dolor sit amet, consectetur adipiscing elit, set eiusmod tempor incidunt et labore et dolore magna aliquam. Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse molestaie cillum. Tia non ob ea solquad incommo quae egen lum improb fugiend. Officia deserunt mollit anim id est laborum Et harumd dereud facilis est er expedit distinct. Nam liber te conscient to factor tum poen legum odioque civiuda et tam. Neque pecun modut est neque nonor et imper ned libidig met, consectetur adipiscing elit, sed ut labore et dolore magna aliquam is nostrud exercitation ullam mmodo consequat. Duis aute in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Did you find this panel useful? Extremely Useful

How sa How satisfied are you with the outcome of this panel? Completely Satisfied

Cancel Save

**1. Start recording outcome**

**2. Save outcome**

**3. Panel Members will be asked to review.**

**Member Tasklist**

#4308 nickname	Please review the draft Outcome for this Panel.
----------------	---



# III Leading a panel

## 10a. Closing a panel: Sign-off

39

- **Panel Lead** confirms the outcome, and **signs it off**
- This means that the outcome **can no longer be edited**
- **Panel members** can export the outcome as pdf document for personal record or the Panel Lead can send it to the Point-of-Care specialist or the patient themselves

Consultation Form

Attachments

Panel Members

Meetings

Contributions & Outcome

Outcome

Et harumd dereud facilis est er expedit distinct. Nam libe soluta nobis eligent optio est congue nihil impedit doming id Lorem ipsum dolor sit amet, consectetur adipiscing elit, set eiusmod tempor incidunt et labore et dolore magna aliquam. Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incidunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse molestaie cillum. Tia non ob ea soluad incommo quae egen ium improb fugiend. Officia deserunt mollit anim id est laborum Et harumd dereud facilis est er expedit distinct. Nam liber te conscient to factor tum poen legum odioque civiuda et tam. Neque pecun modut est neque nonor et imper ned libidig met, consectetur adipiscing elit, sed ut labore et dolore magna aliquam is nostrud exercitation ullam mmodo consequat. Duis aute in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

1. Proceed to Sign-off

EditSign-off

Sign-off Panel

You are about to Sign-off this Panel.

**This is an irrevocable action.**

Once this Panel is Signed-off, it will still be visible within the ERN list of Panels, however the data contained within it cannot be edited.

You can download the Outcome document from the Panel Banner.

To download the **Panel Outcome Document**, click the Outcome Document button at the top of this Panel Screen.

Don't forget to **Close the Panel** by clicking the Close button at the top of the Panel Banner.

2. Confirm

CancelSign-off Panel

ERN-RND - Neurological Diseases USER:rndhpuser1 testuser ROLE: [ "HP" ]

#4642 No Hint Of Real Name! Panel signed off Close Panel

Centre

ES09 - Hospital Universitari Vall d'Hebron\_ERN-RND

Lead

rndhpuser1 testuser

Members

Doctor1 (Unspecified)  
rnd coordinator (Professor)  
rndhpuser2 testuser (Neurology)

ERN

Thematic Area

Date created

ERN-RND - Neurological Diseases

Atypical parkinsonian syndromes: Genetic PD, Multisystem Atrophy, Progressive Supranuclear Palsy, Corticobasal degeneration

06/May/2022

Outcome Document

3. Download outcome (visible to all panel members)

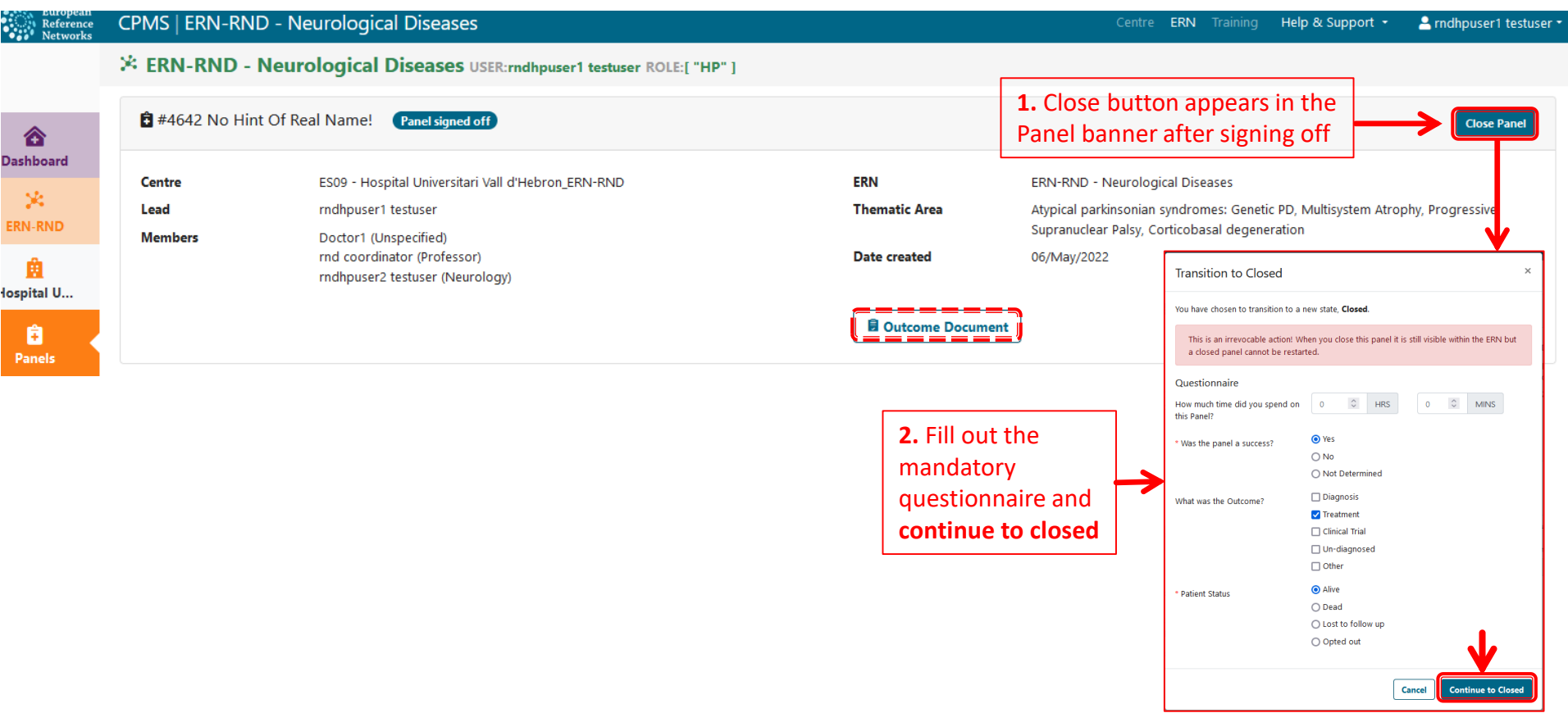


# III Leading a panel

## 10b. Closing the Panel

40

- ❑ After signing off, **immediately close the panel (on top of page)**
- ❑ **Closing panels** is important for maintenance of the CPMS
- ❑ The outcome document is still available for all panel members afterwards



The screenshot displays the CPMS interface for the ERN-RND - Neurological Diseases panel. The panel is currently in a 'signed off' state. A red box highlights the 'Close Panel' button in the top right corner of the panel banner, with an arrow pointing to it. Another red box highlights the 'Outcome Document' button, with an arrow pointing to it. A third red box highlights the 'Transition to Closed' dialog box, which contains a questionnaire and a 'Continue to Closed' button. The dialog box also includes a warning message: 'This is an irrevocable action! When you close this panel it is still visible within the ERN but a closed panel cannot be restarted.'

CPMS | ERN-RND - Neurological Diseases

Centre ERN Training Help & Support rmdhpuser1 testuser

ER-N-RND - Neurological Diseases USER:rmdhpuser1 testuser ROLE: [ "HP" ]

#4642 No Hint Of Real Name! Panel signed off

**Centre** ES09 - Hospital Universitari Vall d'Hebron-ERN-RND

**Lead** rmdhpuser1 testuser

**Members** Doctor1 (Unspecified)  
rmd coordinator (Professor)  
rmdhpuser2 testuser (Neurology)

**ERN** ERN-RND - Neurological Diseases

**Thematic Area** Atypical parkinsonian syndromes: Genetic PD, Multisystem Atrophy, Progressive Supranuclear Palsy, Corticobasal degeneration

**Date created** 06/May/2022

**Outcome Document**

**1. Close button appears in the Panel banner after signing off**

**2. Fill out the mandatory questionnaire and continue to closed**

**Transition to Closed**

You have chosen to transition to a new state, **Closed**.

This is an irrevocable action! When you close this panel it is still visible within the ERN but a closed panel cannot be restarted.

**Questionnaire**

How much time did you spend on this Panel? 0 HRS 0 MINS

\* Was the panel a success? ☒ Yes ☐ No ☐ Not Determined

What was the Outcome? ☐ Diagnosis ☒ Treatment ☐ Clinical Trial ☐ Un-diagnosed ☐ Other

\* Patient Status ☒ Alive ☐ Dead ☐ Lost to follow up ☐ Opted out

Cancel Continue to Closed





# III Leading a panel

## 10c. Archive Panel



Co-financed by the Connecting Europe Facility of the European Union

41

- The panel lead has the option to make the panel **available for research** (only available **if patient consent was given** and confirmed, see p.11)
- If the panel has been archived, it can **only** be viewed from the **‘Centre’** application by **members of the centre** where the patient was enrolled and not from the **‘ERN’** application.
- We recommend **not archiving** to allow all ERN users to view a case outcome.

✱ ERN-RND - Neurological Diseases USER:rndhpuser5 testuser ROLE:HP

#4308 nickname **PANEL CLOSED**

**Archive Panel**

**Centre** DE22 - University Hospital and Faculty of Medicine  
Tübingen\_ERN-RND  
**Lead** rndhpuser5 testuser  
**Panel** rndhpuser1 testuser (Neurologist)  
rnd coordinator (Professor)

**ERN** ERN-RND - Neurological Diseases  
**Thematic Area** Cerebellar Ataxias and Spastic Paraplegias  
**Date created** 11/Apr/2021

**Make Data Available for ERN Databases/Registries**

**Outcome Document**

cpms-training.ern-net.eu

This panel is now available for authorised researchers

OK

OPTIONAL



# Questions?

42

*Don't hesitate to contact us:*



*[cpms-helpdesk\\_ern-rnd@med.uni-tuebingen.de](mailto:cpms-helpdesk_ern-rnd@med.uni-tuebingen.de)*