



eUROGEN CPMS Panel and meeting attendance

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1. AIM

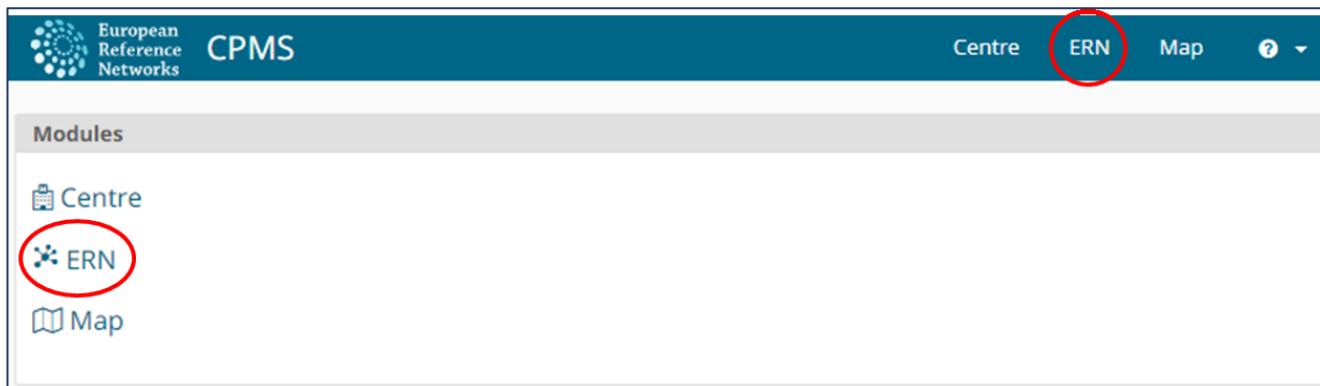
The guidance below walks you through accepting invites within CPMS and how to access panels and meetings. Panels and meetings are separate entities within CPMS, although you can receive invites to either or both. You can review panel information independently of a meeting. Meetings may bring all or just some of the panel members together for a joint discussion. Multiple meetings can occur within a single panel.

When attending a meeting, please use either Chrome, Firefox, Safari or Edge as your internet browser

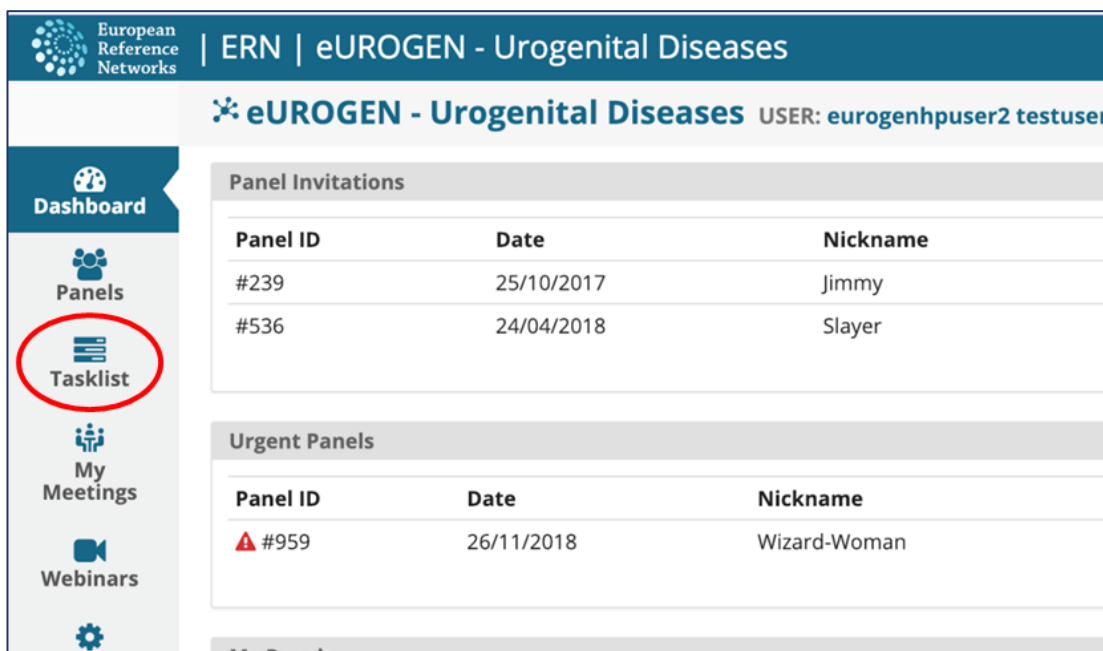
If you have not registered to CPMS yet, please check <https://eurogen-ern.eu/for-our-clinicians/cpms/> for the guide on how to create your EU login and request for access to CPMS.

2. ACCEPTING A PANEL INVITATION

- When you have been invited for a panel you will receive an automated email
- Either use the link in the automated email or go to <https://cpms.ern-net.eu/login/> so you can login using your EU login
- After logging in go to **ERN**



- Then click on **Tasklist** in the bar on the left side



Panel ID	Date	Nickname
#239	25/10/2017	Jimmy
#536	24/04/2018	Slayer

Panel ID	Date	Nickname
⚠️ #959	26/11/2018	Wizard-Woman

- Then click on the relevant panel for which you are invited

The screenshot shows the user interface for the eUROGEN - Urogenital Diseases network. The user is logged in as 'eurogenhpuser2 testuser'. The main content area displays a panel invitation for '#536 Slayer' from the 'Centre BE06 - Ghent University Hospital'. The panel lead is 'eurogenhpuser1 testuser' and the panel is 'eurogen database (Surgeon)'. A notification states: 'You have been invited to join this panel. Please Accept/Refuse.' A red circle highlights the 'Accept / Refuse Invitation' button.

- Click on **Accept/Refuse** invitation
- Then choose to either **Accept** or **Refuse** the invitation

The screenshot shows the 'Panel Members' dialog box. The 'Invited' tab is selected. A message states: 'You have been invited to participate in this Panel. Please indicate below whether you are interested in participating in this Panel.' Two buttons, 'Refuse' and 'Accept', are circled in red. A 'Close' button is also visible.

3. ACCEPTING A MEETING INVITE

When a meeting is planned by the panel lead all the invitees will receive an automated email to respond to the meeting invite. The first steps are similar to accepting a panel invitation.

- Either use the link in the automated email or go to <https://cpms.ern-net.eu/login/> so you can login using your EU login
- After logging in go to **ERN**
- Then click on **Tasklist** in the bar on the left side

The screenshot shows the 'Task List' in the eUROGEN - Urogenital Diseases user interface. The user is logged in as 'eurogenhpuser2 testuser'. The task list table is as follows:

Nickname	Assigned	Task
#336 Mickey Mouse	13/dec/2017 11:04 (Europe/Copenhagen)	Please review the data that is provided for this Panel
#336 Mickey Mouse	13/dec/2017 12:02 (Europe/Copenhagen)	You have been invited to a meeting (test).
#959 Wizard-Woman	04/dec/2018 14:09 (Europe/Copenhagen)	Please review the data that is provided for this Panel
#959 Wizard-Woman	04/dec/2018 14:15 (Europe/Copenhagen)	Meeting "test1" has been updated.

The text 'You have been invited to a meeting (test).' is circled in red.

- Click on the relevant panel for which you have a meeting invite
- Click on **Accept/Refuse invitation**

The screenshot shows the user interface for eUROGEN - Urogenital Diseases. The user is logged in as 'eurogenhpuser2 testuser'. The main content area displays a panel invitation for '#336 Mickey Mouse'. The panel details include the Centre (BE06 - Ghent University Hospital), Lead (eurogenhpuser1 testuser), and Panel (eurogen coordinator (urologist), eurogen database (Surgeon), eurogen guest (Surgeon), eurogenhp user9 (Pediatric Urologist), eurogenhpuser2 testuser (urologist), eurogenhpuser3 testuser (surgeon)). The ERN is 'eUROGEN - Urogenital' and the Thematic Area is 'WS1 Rare congenital ur'. A progress bar at the top shows steps: Open, Panel Selection, Data Completion, Assessment, and Outcome. Below the panel details, there are three notification messages: 'There are requests for additional data', 'Please review the data that is provided for this Panel.', and 'You have been invited to a meeting (test)'. The 'Accept / Refuse Invitation' button is circled in red. At the bottom, there is a 'CONSULTATION FORM' section with a 'CONSULTATION REQUEST' and a 'TIMELINE' section showing a date '13/Dec/2017: A new P'.

- Then select Accept of Refuse in the window that appears
- Don't forget to add the meeting to your agenda

4. JOINING A MEETING

When a meeting is planned, we recommend to login on time to prevent any technical issues.

- Either use the link in the automated email or go to <https://cpms.ern-net.eu/login/> so you can login using your EU login
- After logging in go to **ERN**
- Then on the left side click on **My Meetings**

The screenshot shows the user interface for ERN | eUROGEN - Urogenital Diseases. The user is logged in as 'eurogenhpuser2 testuser'. The main content area displays a list of panel invitations and urgent panels. The 'My Meetings' button in the sidebar is circled in red.

Panel ID	Date	Nickname
#239	25/10/2017	Jimmy
#536	24/04/2018	Slayer

Panel ID	Date	Nickname
⚠ #959	26/11/2018	Wizard-Woman

- You can then either click on the panel
 - Number (circled in red)
 - Name (circled in green)

European Reference Networks | ERN | eUROGEN - Urogenital Diseases Centre

eUROGEN - Urogenital Diseases USER: eurogenhpuser2 testuser

My Meetings

Panel	Meeting	Description	Participants	My Status	When
#959	test	testing	eurogen coordinator [A] (Host) eurogenhpuser1 testuser [A] (Invited) eurogenhpuser2 testuser (Accepted)	Accepted	11/jan/2019 12:45

Navigation: Dashboard, Panels, Tasklist, My Meetings, Webinars

4.1. Joining from the panel number

- When you click on the panel number you will open the panel overview
- On the right side of the panel you can click on Join meeting

Meeting: test

Description: testing
Invited: eurogen coordinator (Host), eurogenhpuser1 testuser (Invited), eurogenhpuser2 testuser (Accepted)
Scheduled: 11/jan/2019 12:45 (Europe/Copenhagen) for 10 minutes

Test video **Join Meeting**

Comments:
eurogenhpuser1 testuser 04/Dec/2018 14:16
Task marked as Complete

Comments:
eurogenhpuser2 testuser 11/jan/2019 12:50
hello

Joining from the panel name

- When you click on the panel name you will open the meeting directly
- Click on **Join Meeting** to start

Meeting: test

Wizard-Woman

Test video **Join Meeting** Meeting comments

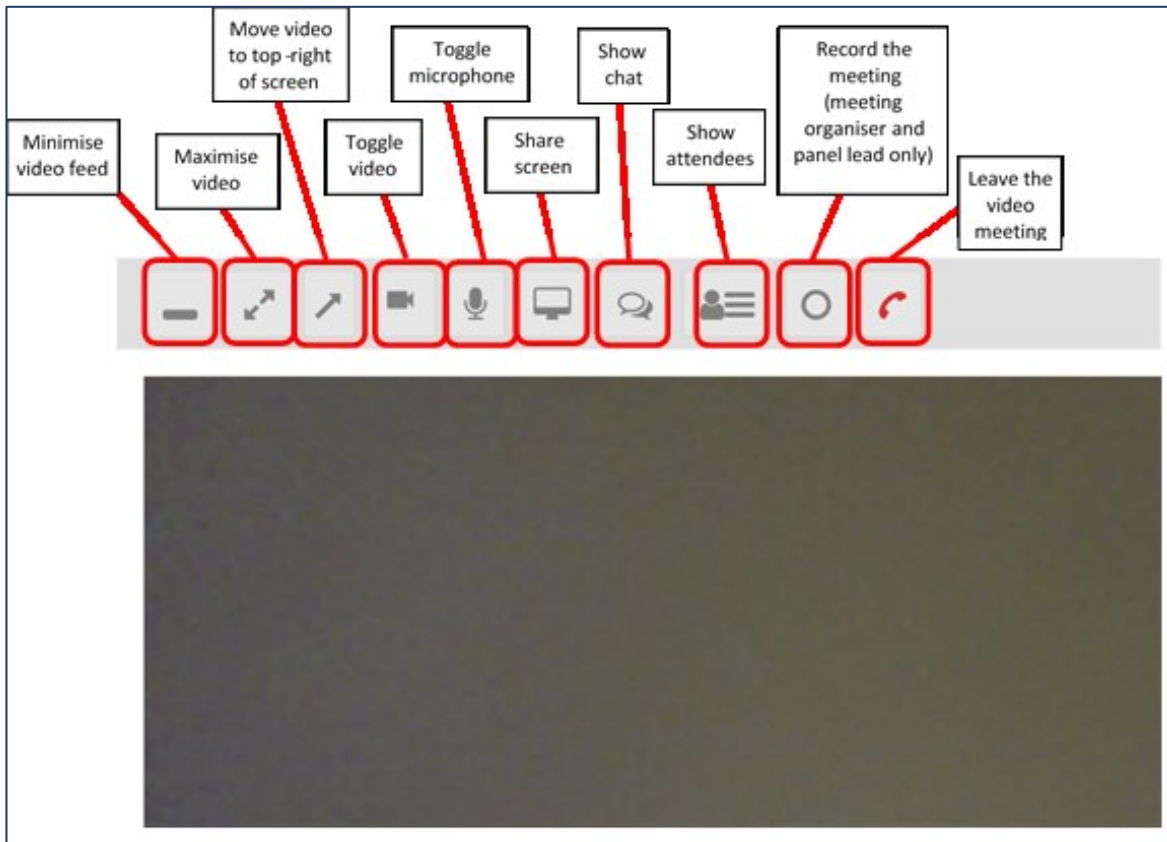
Meeting comments:
eurogenhpuser2 testuser 11/jan/2019 12:50
hello

Close

- When you want to view the panel information, either
 - Click in the panel name (circled in blue)
 - Close the window to go back to the previous screen and select the panel number

5. NEGOTIATING A VIDEO MEETING

The available tool during the video meeting are shown below



- When there is a connection error
 - Check your audio and video options
 - Use the Test video beforehand
- If you close the video meeting and re-join it can occur that you appear multiple times as a participant without solving your initial problem. To correct this close your web browser completely and start up again.