

CONTRIBUTE IN A PANEL AS AN EXPERT:

Health Professionals within the CPMS can also contribute in consultation panels giving advice as experts. The HP can only contribute to those panels there are invited to. The users can contribute to panels through **the ERN application**.

Accept/ Refuse the invitation1
 Contribute in the panel.....2
 Where to find my contributing panels.....5

Accept/Refuse the invitation:

1. The first step to contribute in a panel as an expert, is to accept/ refuse the invitation. Please access to the **ERN** application.

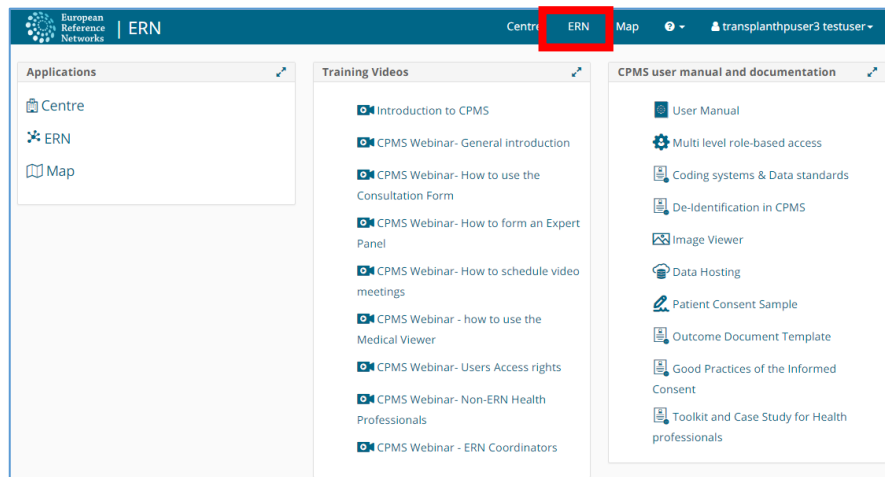


Figure 1 CPMS General Dashboard: Access ERN application

2. In **panel Invitations** section you will see all the invitations to collaborate in ERN panels. Click on the invitation and you will be redirected to the panel.

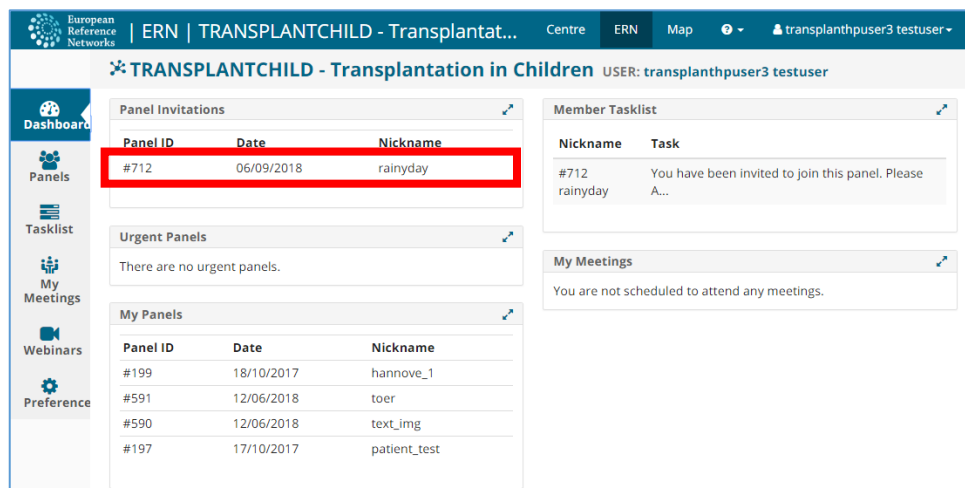


Figure 2 ERN application Dashboard: Panels Invitations

- Once you are on the panel you have the possibility to accept or refuse the invitation by clicking the blue button.

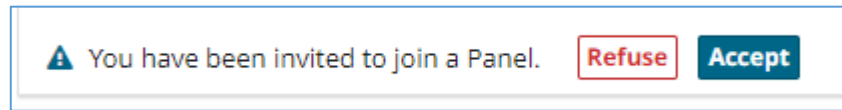


Figure 3 Panel: Accept or refuse invitation

Remember that you can also see all the invitations of the panel and its status by clicking on the “Invited” tab. Once you have accepted the invitation you can close the window and you will have complete access to the panel.

Accept / Refuse		Invited		
Name	Role	Status	When	
transplant coordinator	hepatologist	Invited	Invited: 06/Sep/2018	
transplanthpuser2 testuser		Lead	Invited: 06/Sep/2018	
transplanthpuser4 testuser	Logist	Invited	Invited: 06/Sep/2018	
transplanthpuser3 testuser	Nephrologist	Invited	Invited: 06/Sep/2018	
transplanthpuser1 testuser	hepatologist	Invited	Invited: 06/Sep/2018	
transplanthpuser5 testuser	Surgeon	Invited	Invited: 06/Sep/2018	

[Close](#)

Figure 4 Panel invitations: see other invitations

Now you can contribute in to the panel.

Contribute in the panel:

- ❖ **Assessment:** As one of the tabs of the panel you will find “Contributions & Outcome” where Invited professionals can provide their insight on the panel under their name.

Figure 5 Panel dashboard: Consultation form and Timeline

❖ **Data Completion:** at any point you can click on the “Request Additional Data” button located in the top right corner of the panel.

Figure 6 Panel: Request Additional Data

This will make a pop-up window appear where you can write your request and click “Create Request”. A notification will appear in the panel indicating to the Panel Lead the list of requests from all the members and the state of each request (requested, hold on, and completed).

Figure 7 Request for Additional Data

The Panel Lead will upload the requested data and you will receive a notification once this request is fulfilled to provide your insights.

Remember that by clicking on the other invited professionals’ tabs you can see their contributions.

- ❖ **Meetings:** as a panel expert you can attend and schedule meeting within the panel. Whenever you are invited to a meeting you will receive a notification in the ERN application → Meetings.

My Meetings		
When	Title	Status
07/sep/2018 10:35 (Europe/Rome)	Meeting test	Invited

Figure 8 ERN dashboard: Upcoming meetings

In order to join the meeting you will have to **accept the invitation inside the panel**.

Figure 9 Panel Dashboard: Accept invitation for meetings

Then, a **blue button** will appear on the **Timeline** of the Panel with the title of the meeting and the time left for the start of the meeting. Click on “**Join meeting**”. Remember that you can **test your video** before starting the meeting, that way you can make sure you have no technical problems during the meeting.

Figure 10 Timeline of the panel: Join meeting

A new window will appear, with in the meeting you **can share your screen, make comments and see the members** that have joined to the meeting

Where to find my contributing panels:

If you are participating as an HP expert from your ERN, you will have all the information in the ERN application.

1. Please enter the ERN application

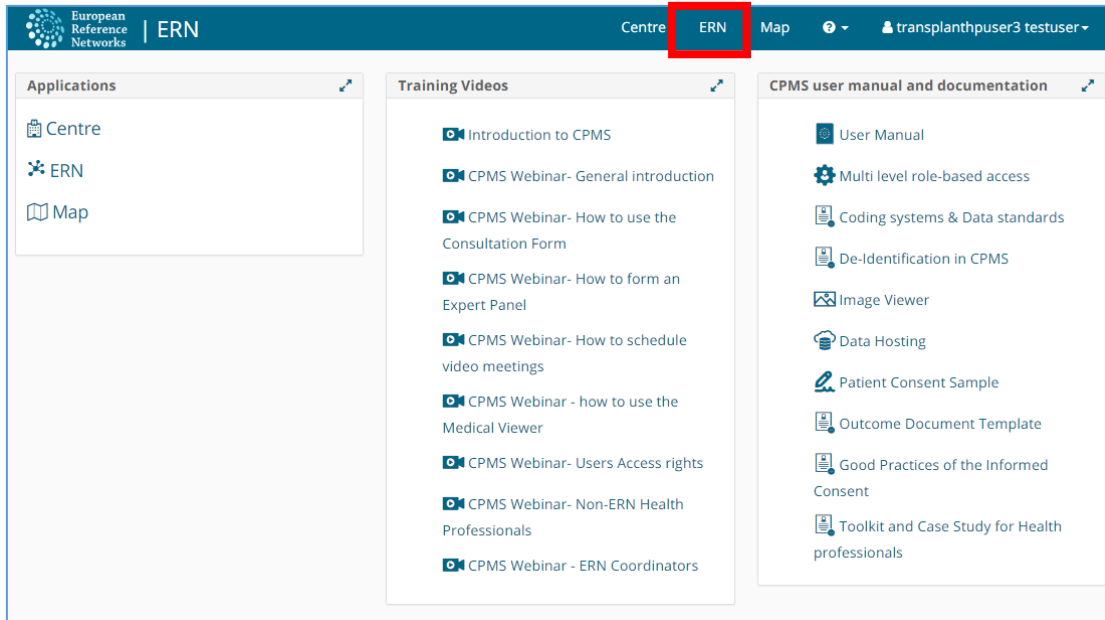


Figure 11 General CPMS Dashboard: access ERN application

Within the ERN application all the information of the ERN is available. The **ERN Dashboard** have six different section that summarizes the information of the application. One of the sections it is called **Contributing Panels**, there you will see all the **panels you are contributing** to. If you click on top of the panel name you will access inside the consultation panel.

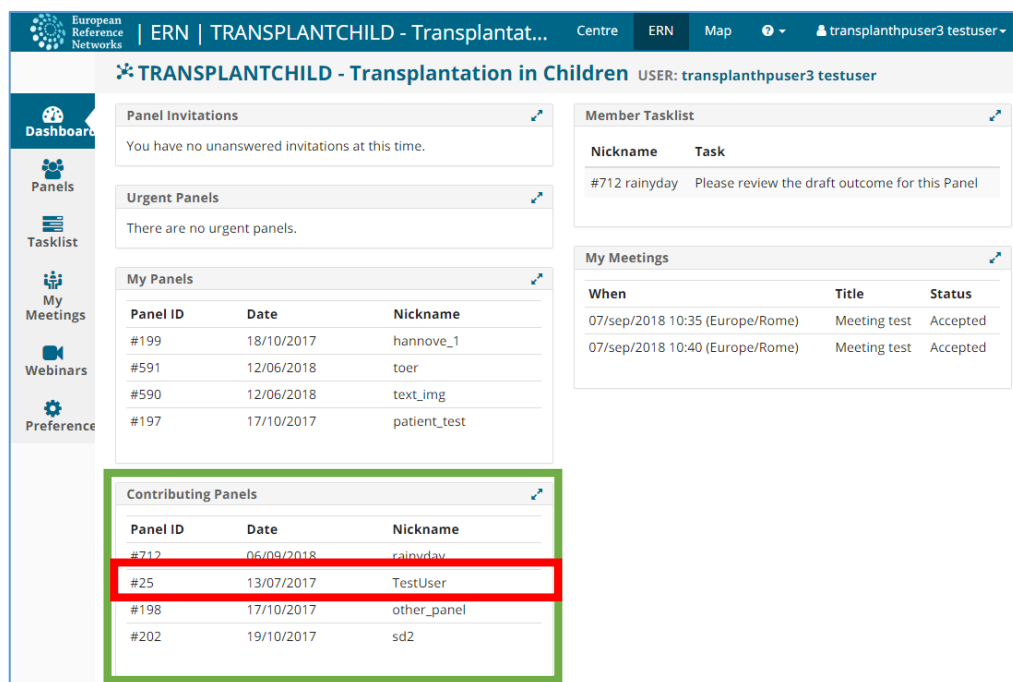


Figure 12 ERN Dashboard: Contributing Panels

You can also see all the ERN panel by clicking the Panels tab on the ERN menu on the left-hand side of the screen.

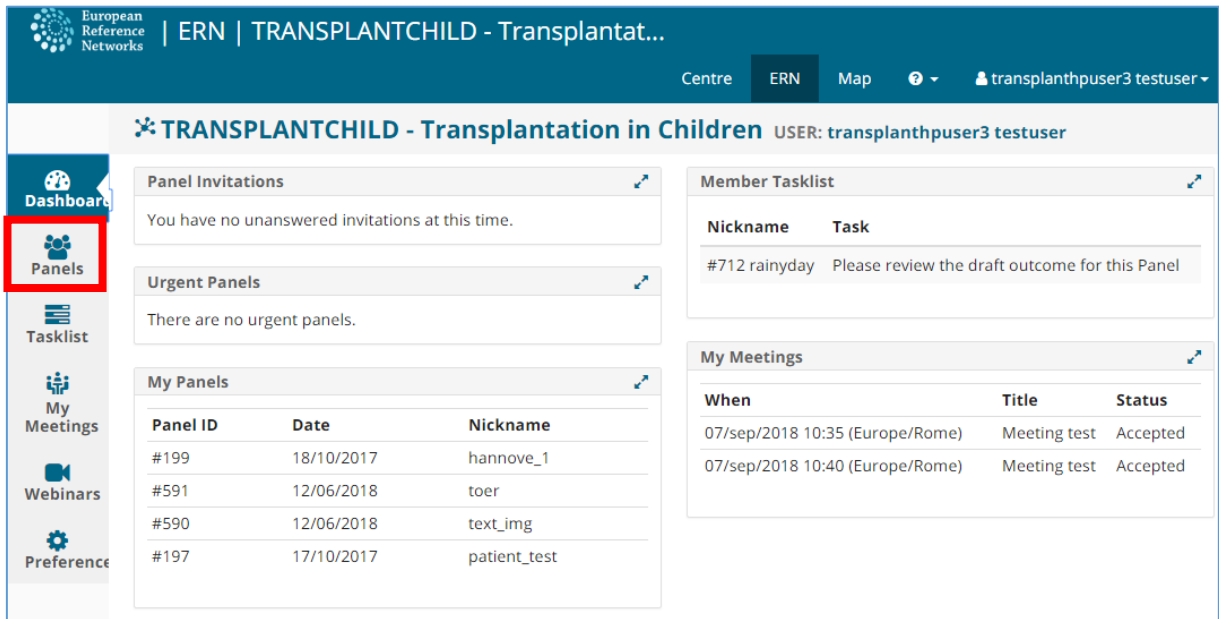


Figure 13 ERN Dashboard: Access ERN Panels

All the ERN panel will be displayed. On the top you will find some buttons that allows you to filter the panel list by: Leading, Contributing, Aborted, Archived and Thematic area.

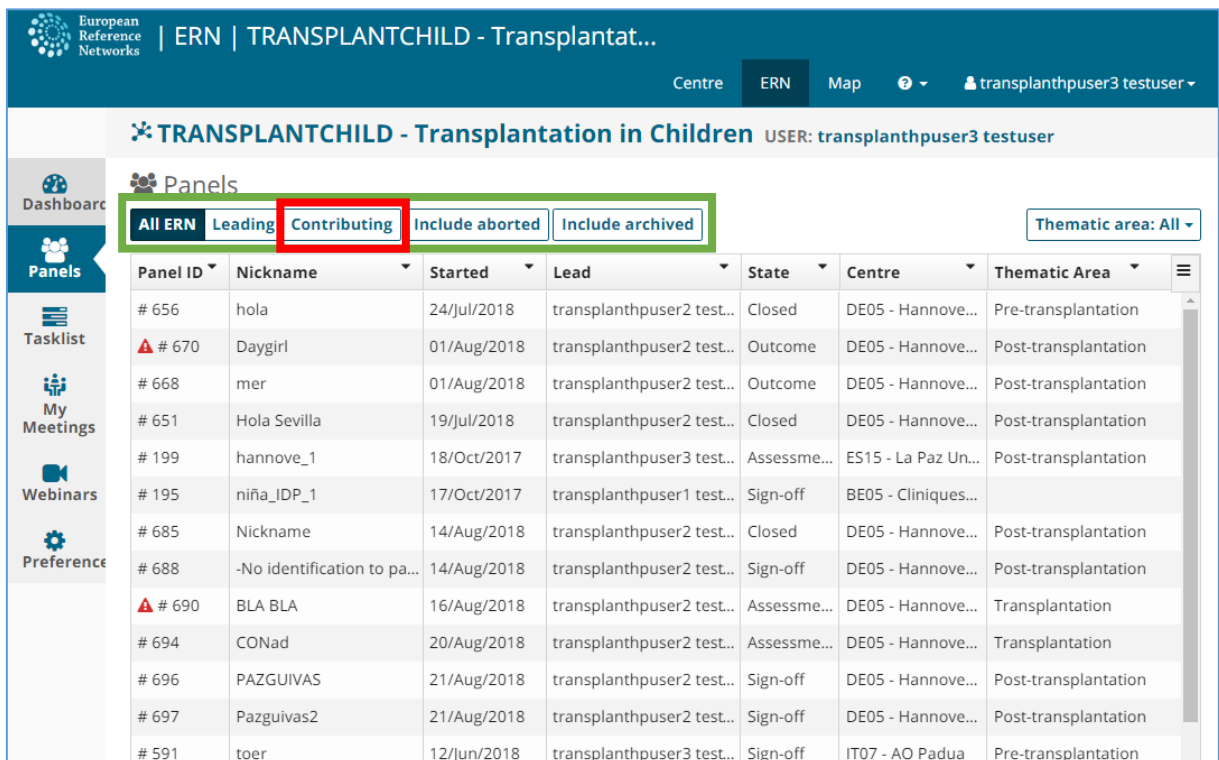


Figure 14 ERN Panels: Panel List Filters

If you click on “Contributing” only those panels you are contributing to will be displayed. By clicking the panel’s name you access the panel and can make contributions.