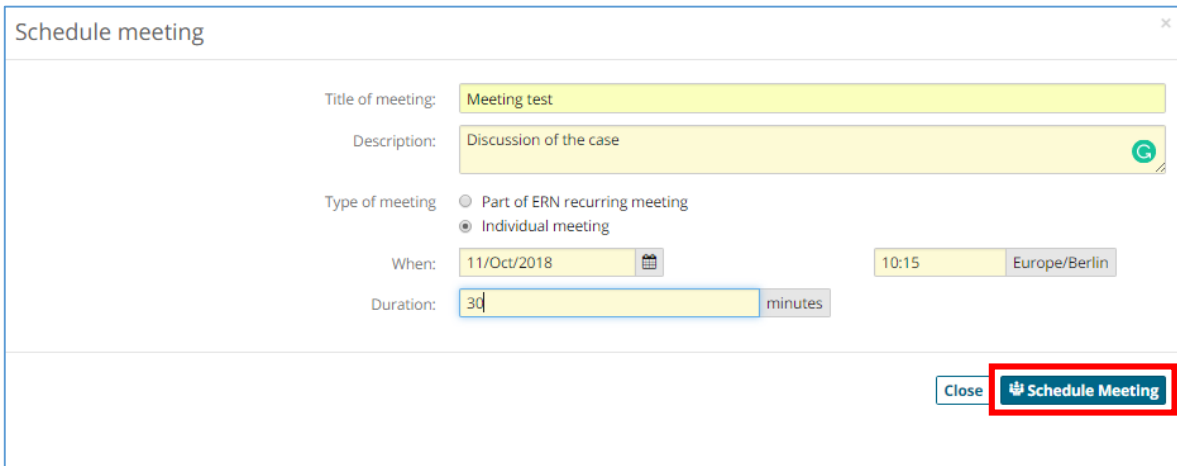# MEETINGS

Meetings within CPMS,

Any panel member can schedule/ attend meeting within the virtual consultation panels, meetings are available from the Panel Selection stage until the Sign Off stage. There are two types of meetings: the recurrent ERN meeting and the individual meetings.

How to Schedule an Individual CPMS Meeting

In order to schedule a new meeting we will have to go into the CPMS system, access the panel, on the top click the "Schedule meeting" button.

1. A new window will come up in order to set the details of the meeting. There you will have to write the title, a short description and the type of meeting. In the individual meeting you will have to set the date, time and duration. Once all the details are completed, click on "Schedule Meeting".

2. Once the meeting is schedules you will find the details, please click on Participants to invite other panel members to the meeting.

European Commission

Co-funded by the Health Programme of the European Union

3. You will find here the list of panel members that are contributing to the panel, next to the name you will find the option "Invite". There is also de possibility of inviting other professionals that are not part of the panel, you just have to write their name in the lower bar and clicking the blue button "Invite". This step is very important since only the invited members will have access and will have the option to join. Now you can close the window by clicking "Close".

4. Once back in the panel you will find a specific section for your meeting in the time line. This meeting section will be visible for all the panel member, but only those invited to the meeting will find a link to join.

Medical Documents

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.

DICOM Study

CT1 abdomen Date: 20061012 %

1 invitations are outstanding

5 💬 ∨

transplanthpuser3 testuser   11/Oct/2018 09:57
transplanthpuser2 testuser was invited to join the panel

transplanthpuser3 testuser   11/Oct/2018 09:57
transplanthpuser4 testuser was invited to join the panel

transplanthpuser3 testuser   11/Oct/2018 09:57
transplanthpuser5 testuser was invited to join the panel

transplanthpuser4 testuser   11/Oct/2018 09:57
transplanthpuser4 testuser agreed to join the panel

transplanthpuser2 testuser   11/Oct/2018 09:58
transplanthpuser2 testuser agreed to join the panel

Add a comment

Meeting: Meeting test

Description: Discussion of the case
Invited: transplanthpuser2 testuser (Host), transplanthpuser3 testuser (Invited)
Scheduled: 11/oct/2018 10:15 (Europe/Berlin) for 30 minutes

Test video   **Starts in: 0h 12m 23s**

0 💬 ∨

Add a comment

5. There is an option to test the video before joining the meeting, this might be useful to ensure you have a relatively good internet connection and the necessary camera and microphone well connected.

ERN Video Test   ✕

Setting up connection.
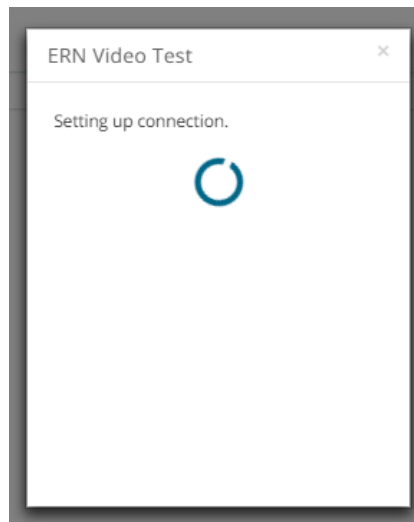
6. Once you are ready to join you just have to click on the "Join meeting" button and the window meeting will automatically appear on the corner.