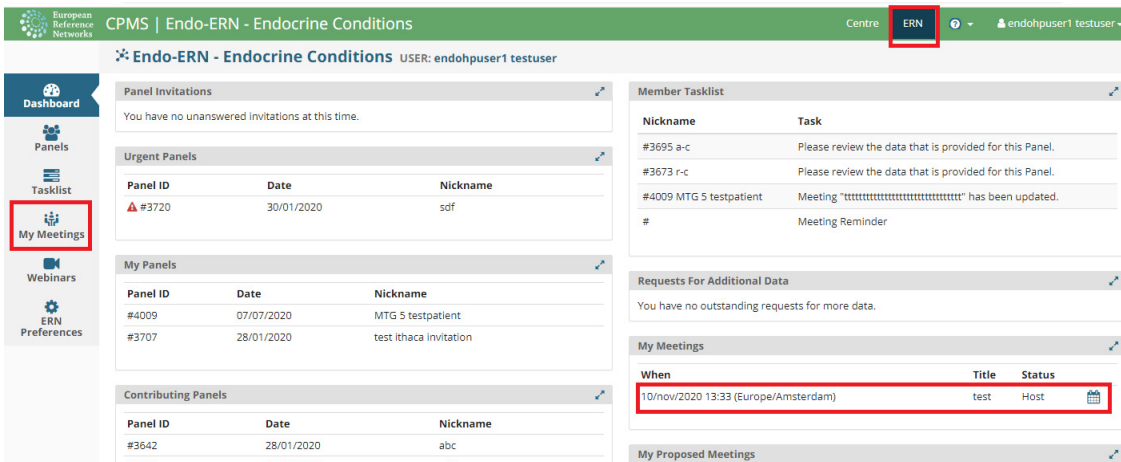


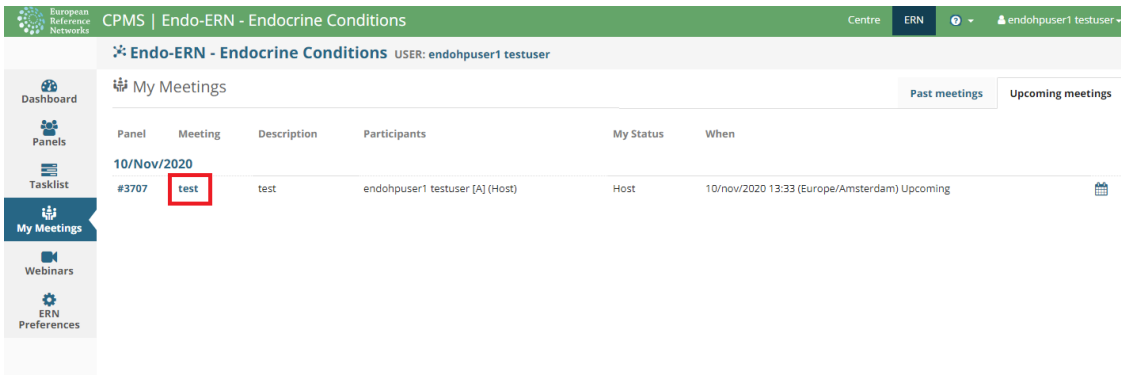
## Manage your video meetings

- Login via <https://cpms.ern-net.eu/login/>
- Option 1: Go to 'My Meetings' (in ERN dashboard) (see below)



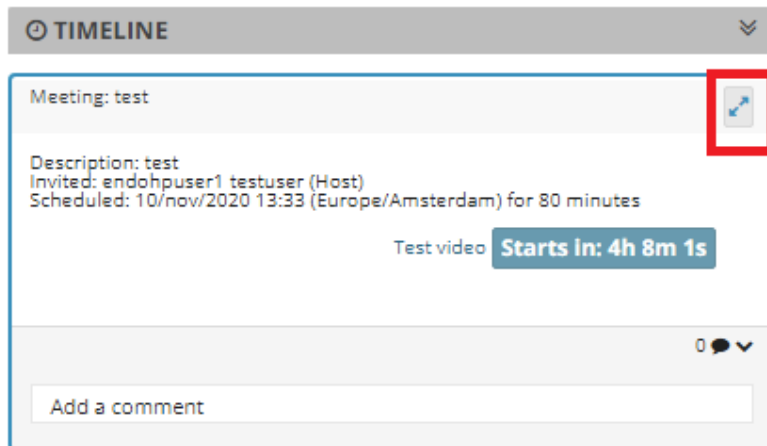
The screenshot shows the Endo-ERN dashboard. The sidebar on the left contains several icons, with 'My Meetings' highlighted by a red box. The main content area shows various sections: 'Panel Invitations', 'Urgent Panels', 'My Panels', 'Contributing Panels', 'Member Tasklist', 'Requests For Additional Data', 'My Meetings', and 'My Proposed Meetings'. The 'My Meetings' section is also highlighted with a red box, showing a table with columns 'When', 'Title', and 'Status'. A meeting entry is visible: '10/nov/2020 13:33 (Europe/Amsterdam)', 'test', 'Host'.

- Click on the name of your meeting (see below)

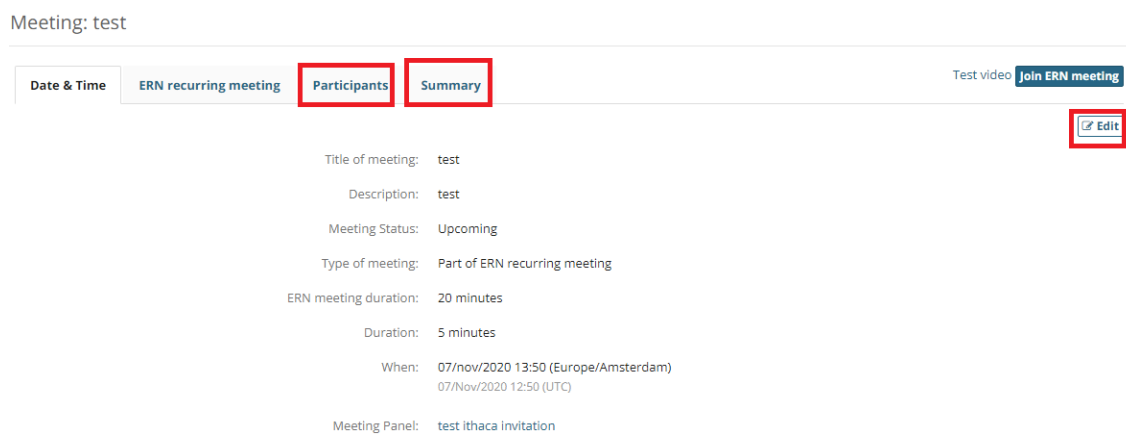


The screenshot shows the 'My Meetings' page. The 'My Meetings' icon in the sidebar is highlighted. The main content area shows a table with columns: 'Panel', 'Meeting', 'Description', 'Participants', 'My Status', and 'When'. A meeting entry is visible: '10/Nov/2020', '#3707', 'test', 'endohpuser1 testuser [A] (Host)', 'Host', '10/nov/2020 13:33 (Europe/Amsterdam) Upcoming'. The 'test' meeting name is highlighted with a red box.

- Option 2: Open your panel, and click on the button with the 2 arrows on your meeting in the timeline (see below)



- After opening your meeting via one of the two option above, you can 1) edit your meeting, 2) invite extra participants, or 3) write a summary after the meeting has finished (see below)



- 1) Edit the status of your meeting (to finished, or cancelled):

## Meeting: test

Date & Time

Participants

Summary

Title of meeting:

test

Description:

test

Meeting Status:

☒ Upcoming  
☐ Started  
☐ Finished  
☐ Cancelled

Type of meeting:

Part of ERN recurring meeting

ERN meeting:  
☒ Test-Recurring-Meeting (Every day)  

07/Nov/2020

08/Nov/2020

09/Nov/2020

10/Nov/2020

11/Nov/2020

12/Nov/2020

☒ 13:50  
(Europe/Amsterdam)

☐ 13:50  
(Europe/Amsterdam)

☐ 13:50  
(Europe/Amsterdam)

☐ 13:50  
(Europe/Amsterdam)

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(Europe/Amsterdam)

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(Europe/Amsterdam)

☐ 13:55  
(Europe/Amsterdam)

☐ 13:55  
(Europe/Amsterdam)

## ■ 2) Invite experts to your video meeting:

Meeting: test

Date & Time

ERN recurring meeting

Participants

Summary

Test video

Join ERN meeting

Meeting comments

Meeting participants

Name	Invited	Status
endohpuser1 testuser	10/nov/2020 08:57 (Europe/Amsterdam)	Host

Invite the members of your panel

Name

Invite

Invite the members of your ERN

Thematic Area:

Adrenal

Available Healthcare Professionals	HCPs	Specialisation
1, Doctor	AT08 - Ordensklinikum Linz GmbH, Hospital of the Sisters of Charity_eUROGEN NL03 - Erasmus MC: University Medical Center Rotterdam_eUROGEN	Radiologist

Invite All

Invite

## ■ 3) Write a summary:

Meeting: test

Date & Time

ERN recurring meeting

Participants

Summary

Test video

Join ERN meeting

Edit

Summary has not been recorded yet