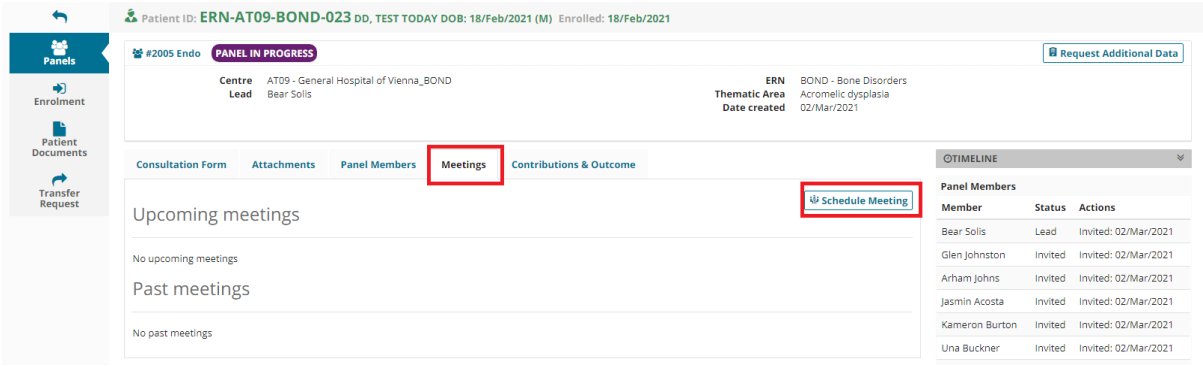
Endo-ERN

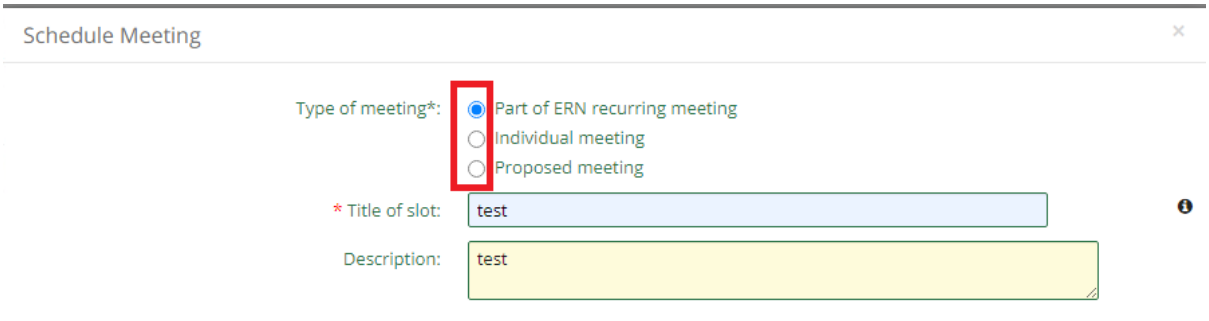
European Reference Network
for rare or low prevalence complex diseases
Network Endocrine Conditions (Endo-ERN)

Schedule a video meeting

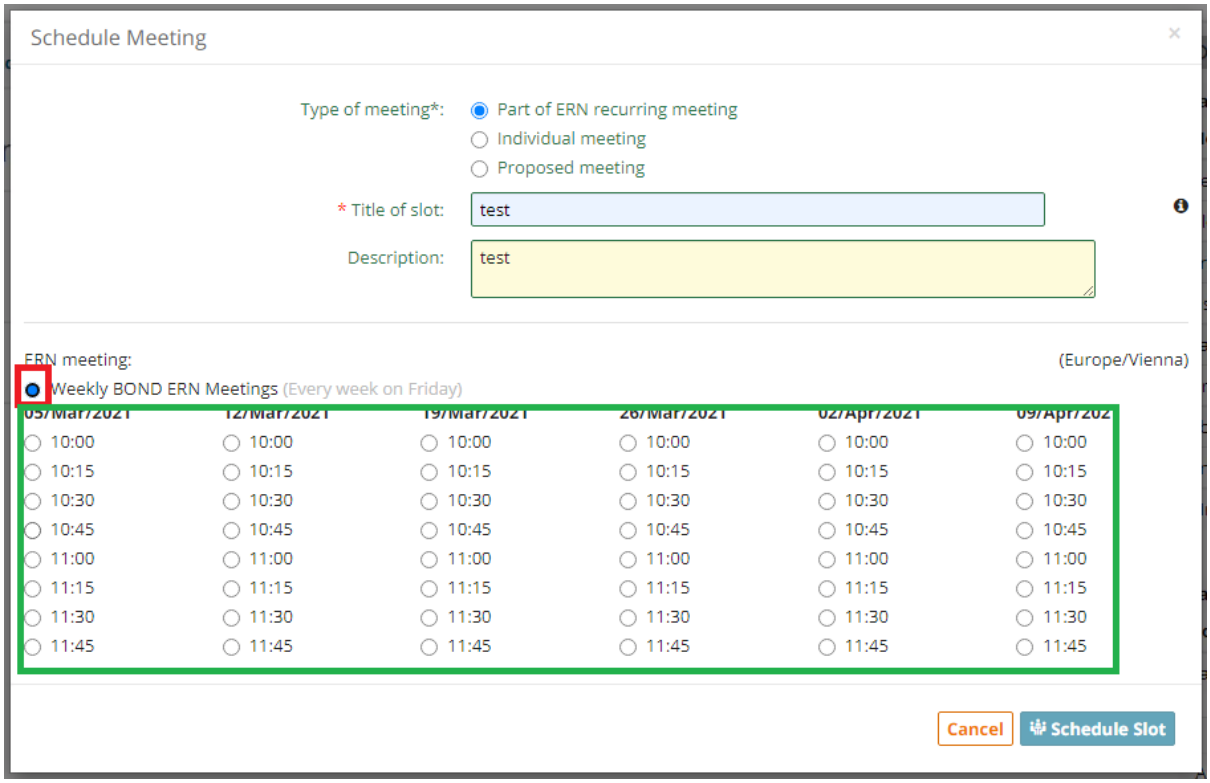
- Login via https://cpms.ern-net.eu/login/ and open your panel
- Click on the tab 'Meetings' and then on button 'Schedule Meeting' (see below)



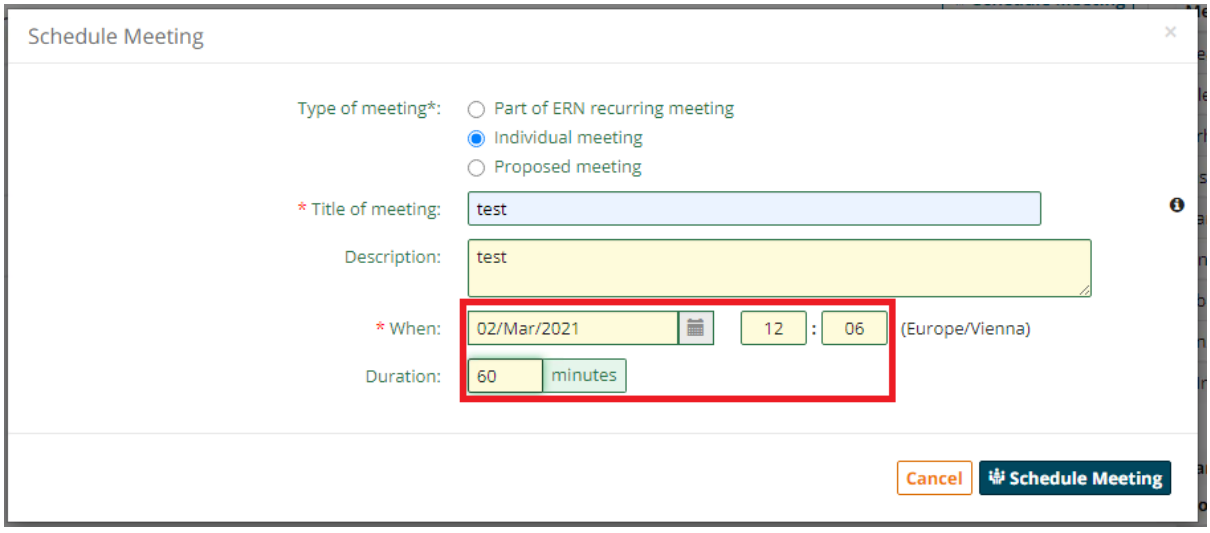
- Choose type of meeting and fill in title of meeting and description (see below)



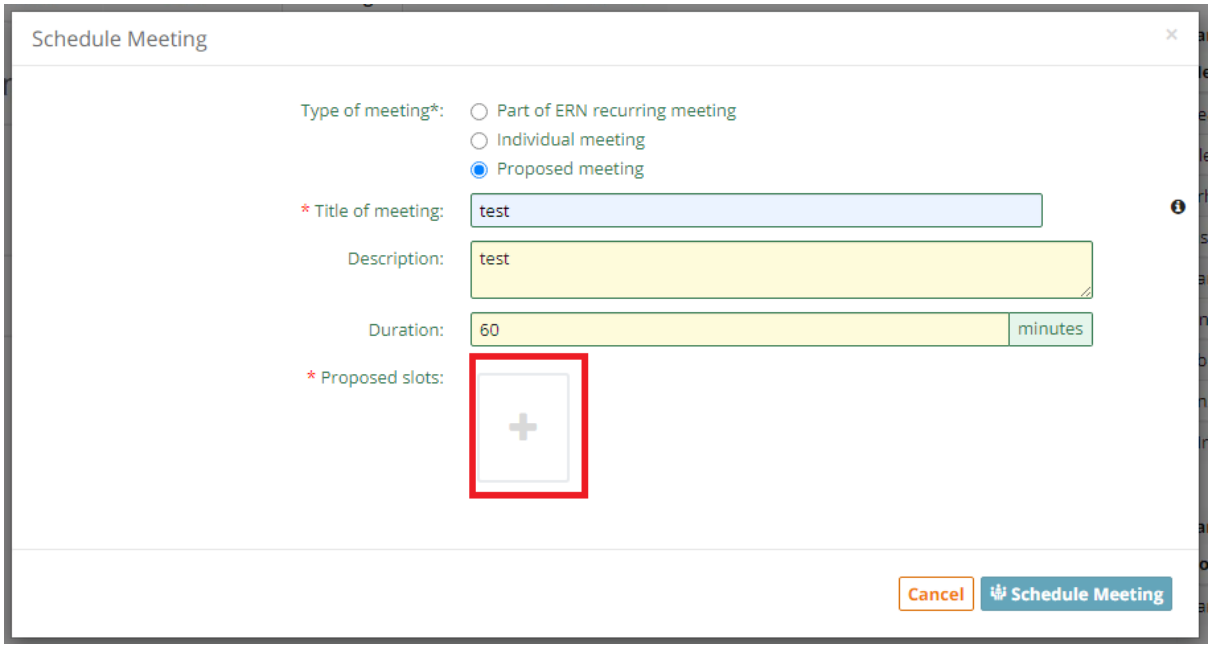
- Option 1 'ERN recurring meeting' (see below): choose the right recurring meeting (red box) and a time slot (green box), and click on Schedule Slot (see below)

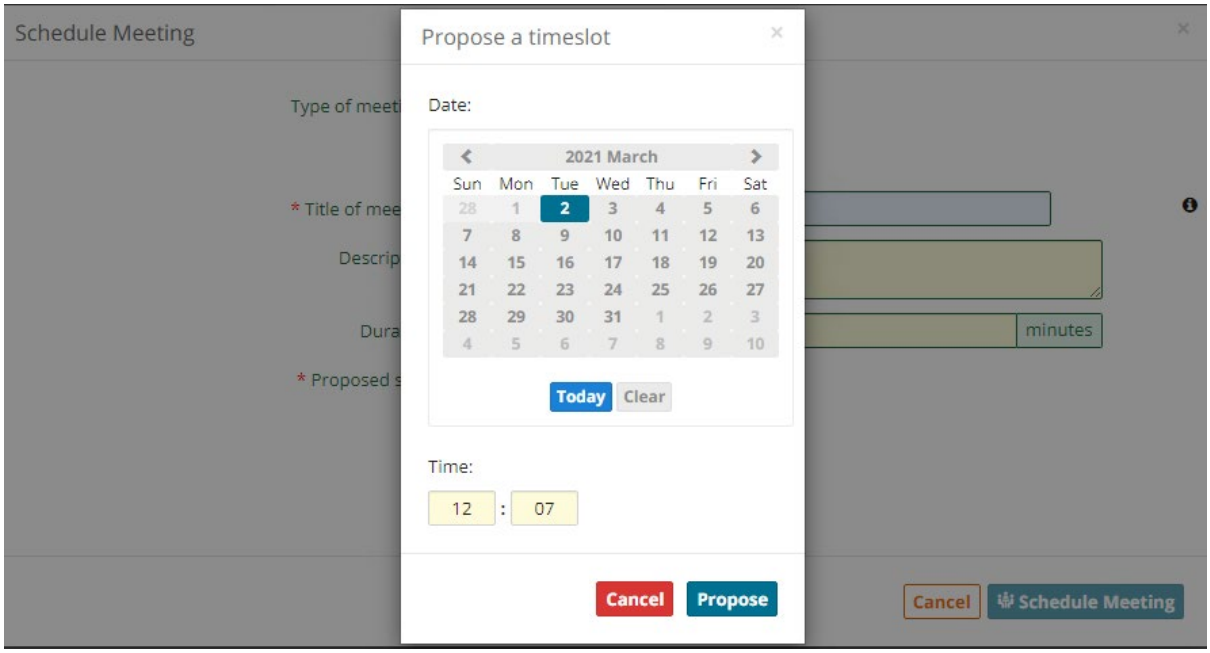


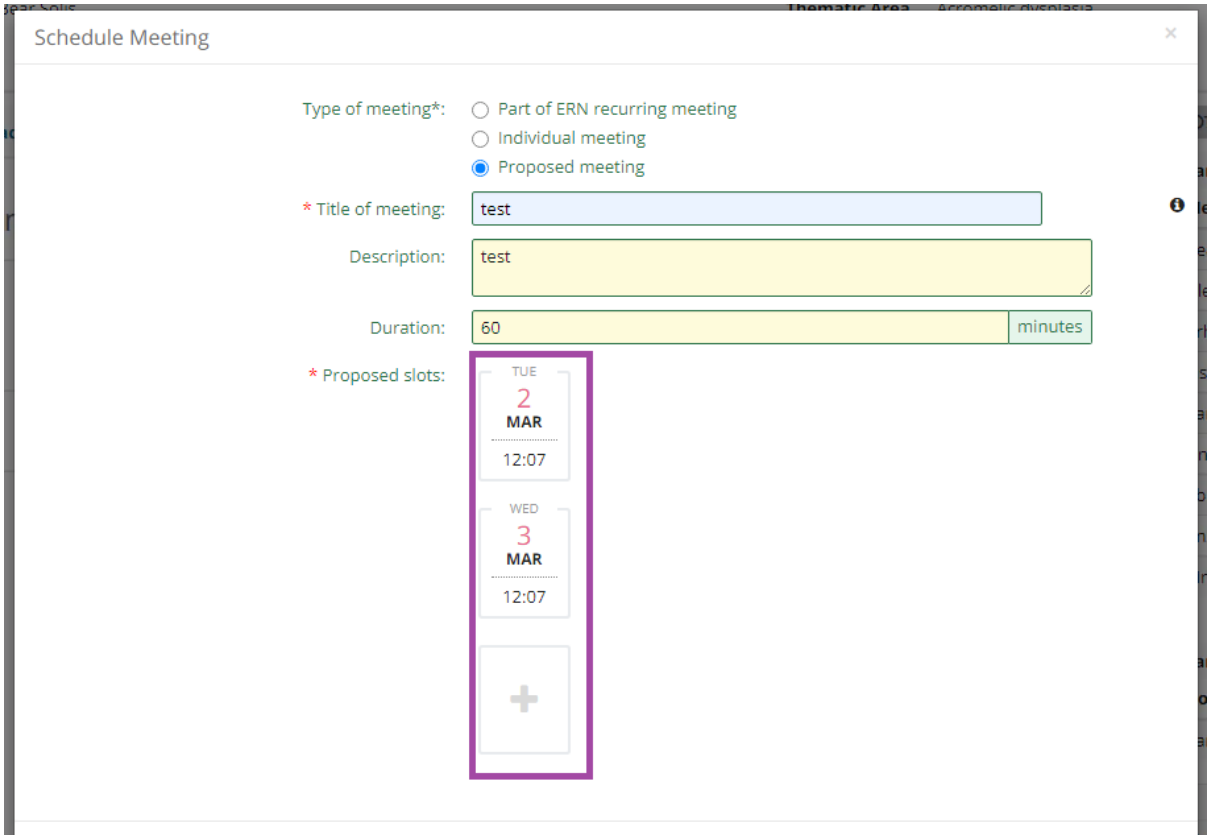
- Option 2 ‘Individual meeting’: Choose your own date, time and duration (see below)



- Option 3 ‘Proposed meeting’ (see below): click on the + (red box), then select a date and time (see below). Repeat these steps to propose multiple dates and times. The other experts will get a notification to select their availability.

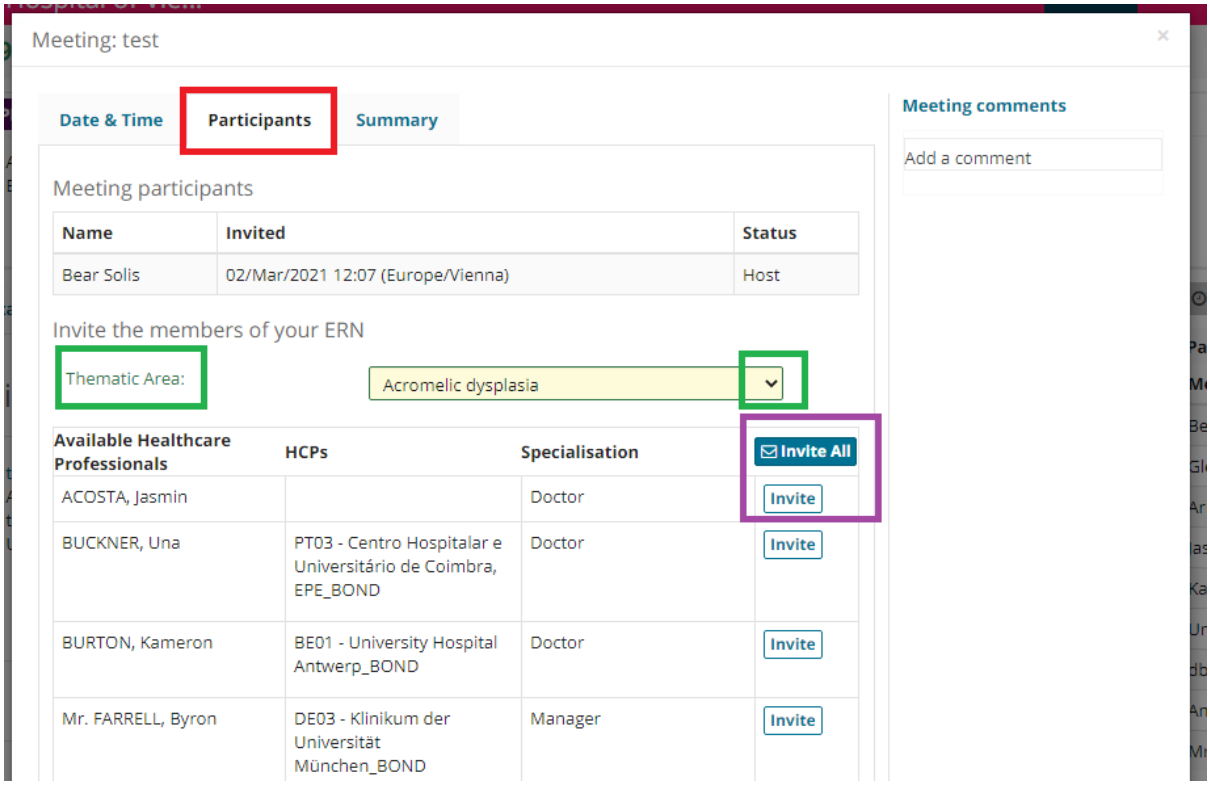

Schedule Meeting
Type of meeting*:
Part of ERN recurring meeting
Individual meeting
Proposed meeting
* Title of meeting:
test
Description:
test
Duration:
60
minutes
* Proposed slots:
Cancel
Schedule Meeting


Schedule Meeting
Propose a timeslot
Date:
2021 March
Sun Mon Tue Wed Thu Fri Sat
Today
Clear
Time:
12
07
Cancel
Propose
Cancel
Schedule Meeting

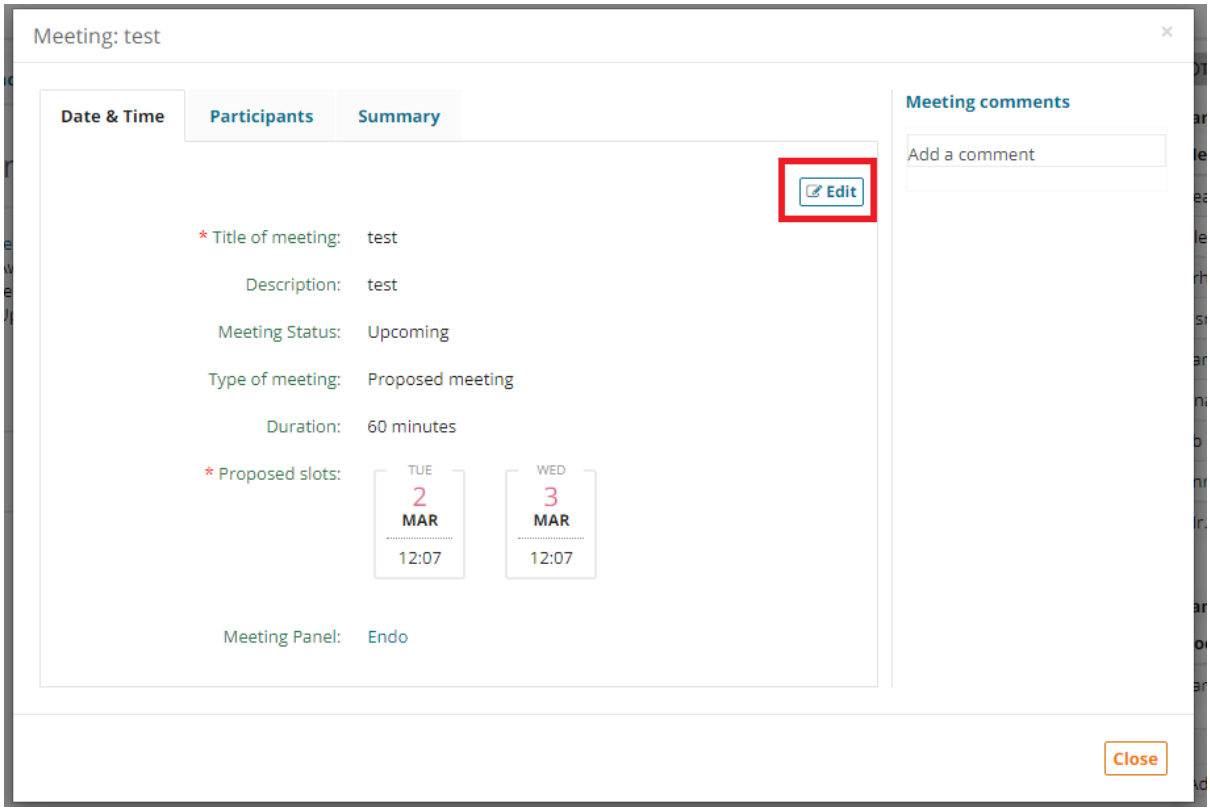


- After clicking on 'Schedule Meeting' you will see the pages below, where you can 1) invite panel participants to your meeting 2) Edit your meeting and 3) write a summary of the meeting:

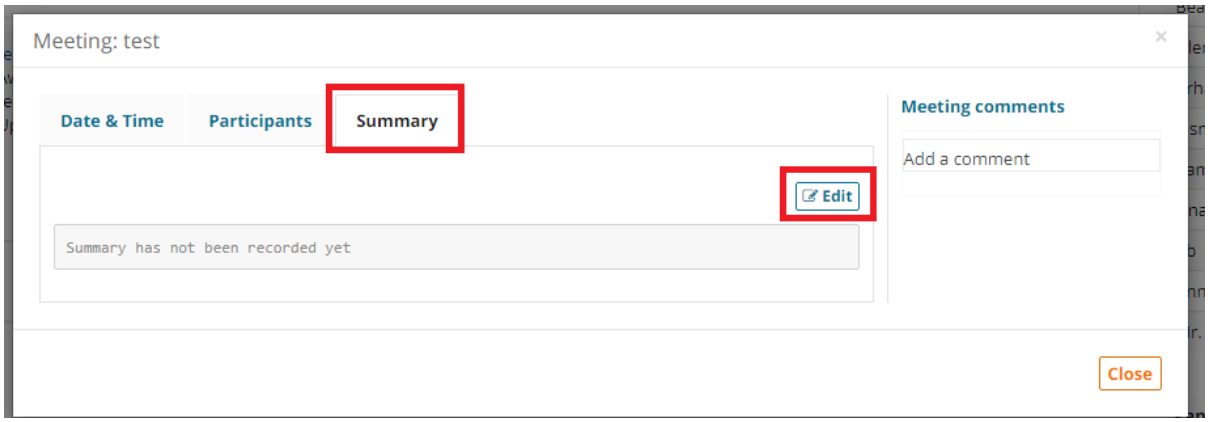
- 1) Invite experts to your video meeting (see below): in this screen you can invite all experts from your MTG at the same time or one by one, by clicking either on 'Invite all' or on 'Invite' (purple box), and you can also switch from Thematic Area (green box) to search other experts.



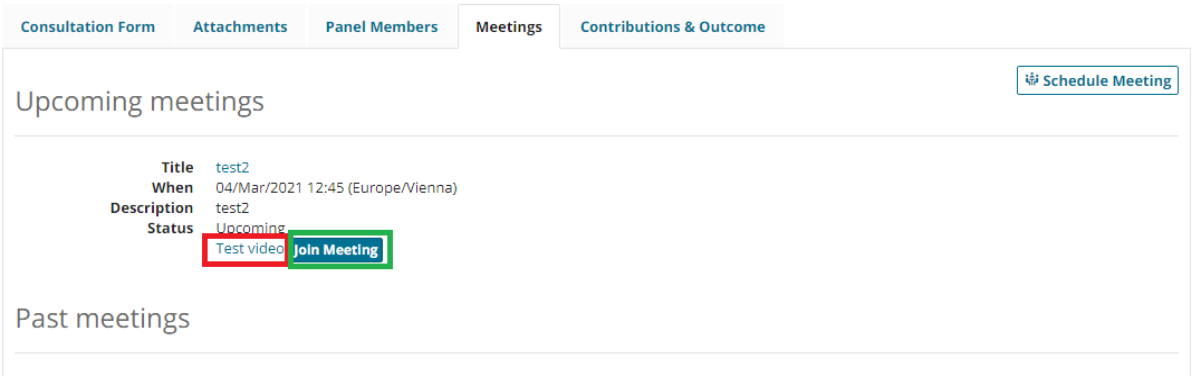
- 2) Edit the status of your meeting (see below)



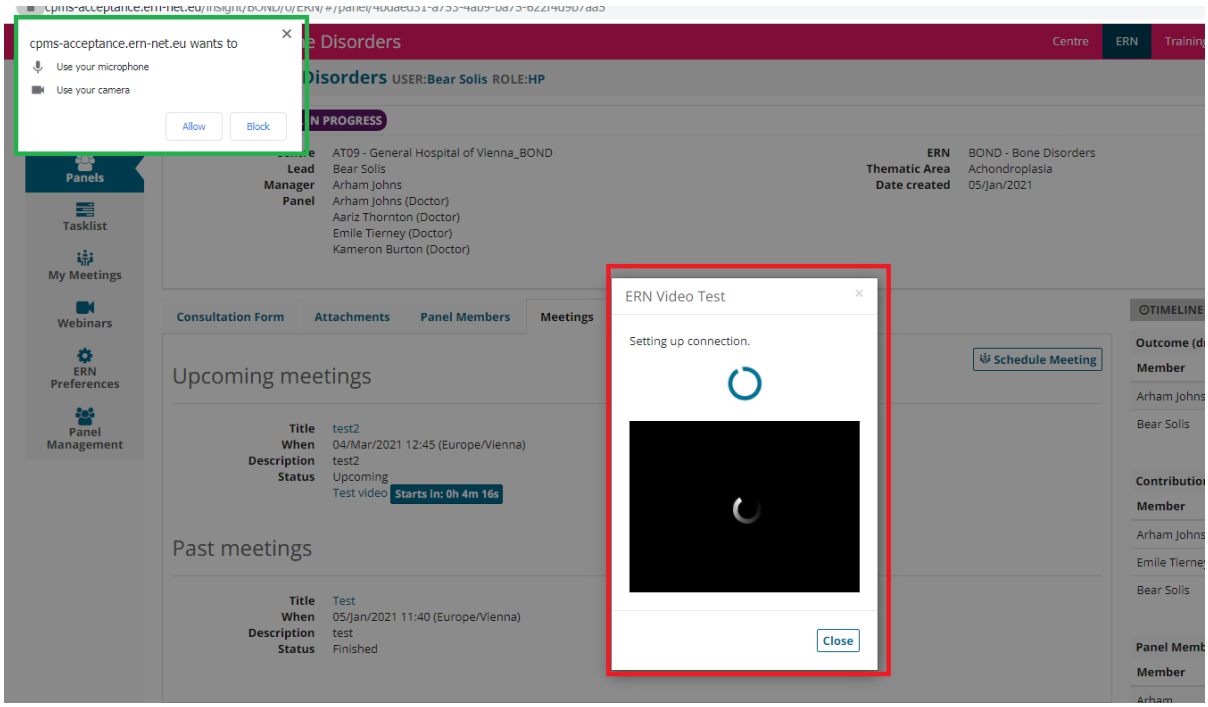
- 3) Write a summary (see below)



- After scheduling the meeting, you can find this meeting in the 'Meetings' tab (see below), with a link to test your video connection (red box), and a button to join the meeting when it's time (green box)



- After clicking on 'Test video', it will look like this (see below)


cpms-acceptance.ern-net.eu wants to
Use your microphone
Use your camera
Allow
Block
Disorders
Centre
ERN
Disorders USER:Bear Solis ROLE:HP
IN PROGRESS
Panels
Tasklist
My Meetings
Webinars
ERN Preferences
Panel Management
AT09 - General Hospital of Vienna_BOND
Bear Solis
Arham Johns
Arham Johns (Doctor)
Aariz Thornton (Doctor)
Emile Tierney (Doctor)
Kameron Burton (Doctor)
ERN BOND - Bone Disorders
Thematic Area Achondroplasia
Date created 05/Jan/2021
Consultation Form
Attachments
Panel Members
Meetings
Upcoming meetings
Schedule Meeting
Title test2
When 04/Mar/2021 12:45 (Europe/Vienna)
Description test2
Status Upcoming
Test video
Starts in: 0h 4m 16s
Past meetings
Title Test
When 05/Jan/2021 11:40 (Europe/Vienna)
Description test
Status Finished
ERN Video Test
Setting up connection.
Close
TIMELINE
Outcome
Member
Arham Johns
Bear Solis
Contribution
Member
Arham Johns
Emile Tierney
Bear Solis
Panel Memb
Member