



Network Endocrine Conditions (Endo-ERN)

Manage your video meeting

-Edit the date or status of your meeting, add participants to your meeting, write a summary of your meeting-

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

European Reference Networks	CPMS Endo	-ERN - Endocrine C	onditions				ERN	0 -	andohpuser	
	🔆 Endo-ERM	N - Endocrine Cond	itions USER: endohpuser1 testuse	er						
20 Dashboard	Panel Invitations You have no unanswered invitations at this time.				Member Tasklist		2			
105					Nickname Task					
Panels	Urgent Panels			1	#3695 a-c	Please review the o	data that is	provided f	or this Panel.	
	Panel ID	Date	Nickname		#3673 r-c	Please review the o	data that is	provided f	or this Panel.	
Tasklist					#4009 MTG 5 testpatient	Meeting "tttttttttttt	mmm	ttttttt" has b	een updated.	
ង្កាំរ My Meetings	A #3720	30/01/2020	sdf		#	Meeting Reminder				
Webinars	My Panels			2				2		
	Panel ID	Date	Nickname	Requests For Additional Data						
¢ ERN	#4009	07/07/2020	MTG 5 testpatient		You have no outstanding req	uests for more data.				
Preferences	#3707	28/01/2020	test ithaca invitation		My Meetings					2
					When			Title	e Status	
	Contributing Panels		1	10/nov/2020 13:33 (Europe//	Amsterdam)		test	Host	Ê	
	Panel ID	Date	Nickname							
	#3642	28/01/2020	abc		My Proposed Meetings					1
	#3720	08/05/2020	sdf		my rroposed meetings					*

Click on the title of your meeting (see below)

European Reference Networks	CPMS	Endo-ERN	- Endocrine Co	onditions		Centre	ERN	• •	andohpuser1 testuser
	* Endo-ERN - Endocrine Conditions USER: endohpuser1 testuser								
👔 Dashboard	ង៉ែរ My Meetings						Past mee		Upcoming meetings
Panels	Panel	Meeting	Description	Participants	My Status	When			
	10/Nov/2020								
Tasklist म्रिंग My Meetings	#3707	test	test	endohpuser1 testuser [A] (Host)	Host	10/nov/2020 13:33 (Europe/Amsterdam	i) Upcom	ing	Ê
Webinars									
ERN Preferences									

 Option 2: Open your panel, go to tab Meetings and click on the title of your meeting (see below)

😤 #4292 endo PANEL IN PROGRESS									
Centre NL05 - Leiden University Medical Center_Endo-ERN Lead endohpuser1 testuser									
Consultation Form	Attachments	Panel Members	Meetings	Contributions & Outcome					
Upcoming n	neetings			-					
Title video manual When 29/Mar/2021 09:45 (Europe/Amsterdam) Description video manual Status Upcoming Test video Starts in: 0h 15m 33s									

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

Μ	leeting: video	manual					×
ſ	Date & Time	Participants	Summary	Test video Starts in: 0h 1	5m 2s	Meeting comments	
				ß	Edit	Add a comment	
		Title of meeting:	video manual				
		Description:	video manual				
		Meeting Status:	Upcoming				
		Type of meeting:	Individual mee	ting			
		Duration:	60 minutes				
		When:	29/Mar/2021 0 29/Mar/2021 07	9:45 (Europe/Amsterdam) :45 (UTC)			
		Meeting Panel:	endo				
							Close

2) Invite experts to your video meeting (see below)

Meeting: video manual				
Date & Time Partic	ipants Summary	Test video Start	s in: 0h 14m 51s	Meeting comments
Meeting participants				Add a comment
Name	Invited		Status	
endohpuser1 testuser	29/Mar/2021 09:29 (Eur	ope/Amsterdam)	Host	
Available Healthcare Professionals	Pituitary	Specialisation	► Invite All	
	HCPs AT08 - Ordensklinikum Linz GmbH, Hospital of the Siste	Radiologist	Invite All	
	of Charity_eUROGEN	•		
	NL03 - Erasmus MC: University Medical Center Rotterdam_eUROGEN			
	FR33 - Hôpitaux Universitair de Strasbourg_ERN-EYE	res		

3) Write a summary of the meeting (see below)

rr	Meeting: video manual		×	
Nd	Date & Time Participants Summary	Test video Starts in: 0h 14m 44s	Meeting comments	e
		[Add a comment	42
sci	Summary has not been recorded yet			20
ti			Close	