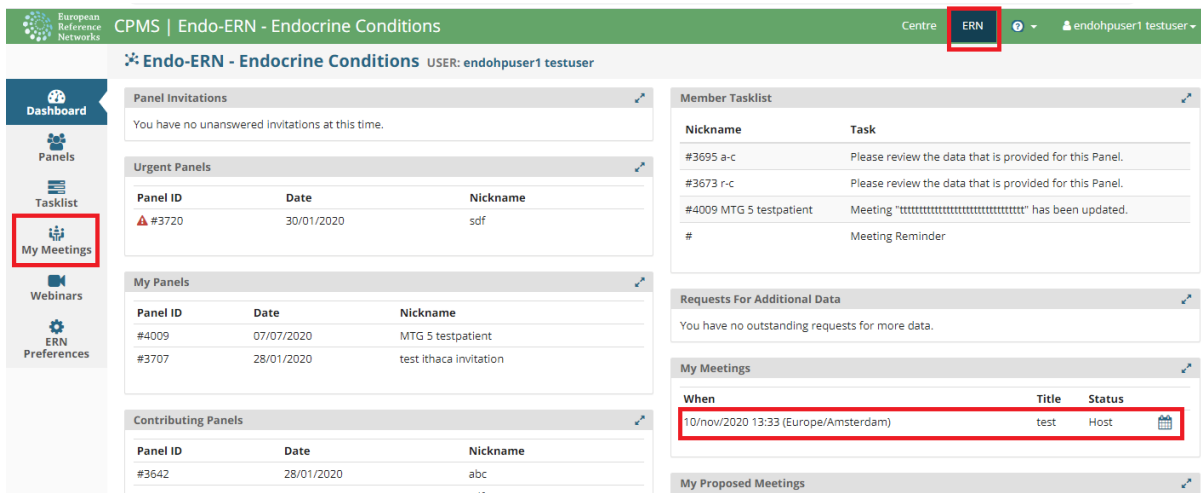


Manage your video meeting

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

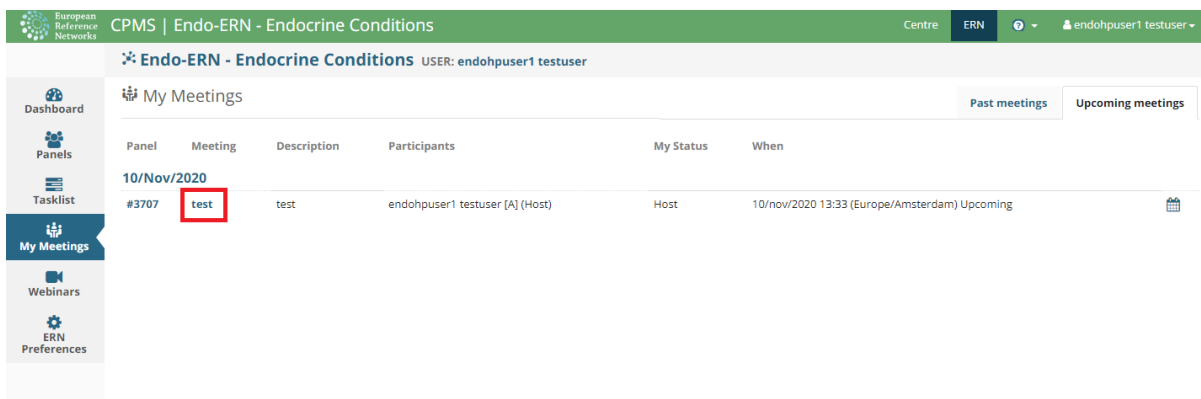
- Login via <https://cpms.ern-net.eu/login/>
- **Option 1:** Go to 'My Meetings' (in ERN dashboard) (see below)



The screenshot shows the CPMS | Endo-ERN - Endocrine Conditions dashboard. The 'My Meetings' option in the left sidebar is highlighted with a red box. In the main content area, the 'My Meetings' section contains a table with one entry:

When	Title	Status
10/nov/2020 13:33 (Europe/Amsterdam)	test	Host

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



The screenshot shows the 'My Meetings' page with a table of meetings. The 'test' entry in the 'Meeting' column is highlighted with a red box.

Panel	Meeting	Description	Participants	My Status	When
#3707	test	test	endohpuser1 testuser [A] (Host)	Host	10/nov/2020 13:33 (Europe/Amsterdam) Upcoming

- **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

Thematic A
Date crea

Consultation Form Attachments Panel Members **Meetings** Contributions & Outcome

Upcoming meetings

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)

Meeting: video manual

Date & Time Participants Summary Test video **Starts in: 0h 15m 2s** Meeting comments

Add a comment

Edit

Title of meeting: video manual
Description: video manual
Meeting Status: Upcoming
Type of meeting: Individual meeting
Duration: 60 minutes
When: 29/Mar/2021 09:45 (Europe/Amsterdam)
29/Mar/2021 07:45 (UTC)
Meeting Panel: endo

Close

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

Meeting: video manual

Date & Time **Participants** Summary Test video Starts in: 0h 14m 51s Meeting comments

Meeting participants

Name	Invited	Status
endohpuser1 testuser	29/Mar/2021 09:29 (Europe/Amsterdam)	Host

Invite the members of your ERN

Thematic Area: Pituitary

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 FR33 - Hôpitaux Universitaires de Strasbourg_ERN-EYE	Radiologist	<input type="button" value="Invite All"/> <input type="button" value="Invite"/>

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

Meeting: video manual

Date & Time Participants **Summary** Test video Starts in: 0h 14m 44s Meeting comments

Add a comment

Summary has not been recorded yet