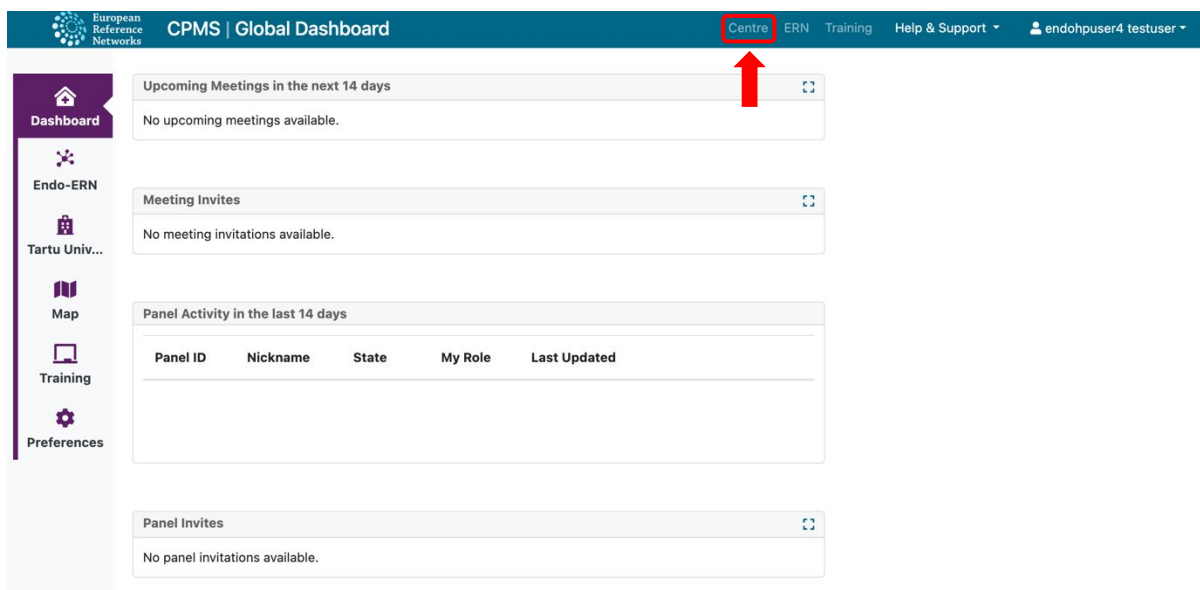


Start a Panel

- If you continue with starting a panel directly after enrolling a patient, skip Part 1 and go to Part 2 on the next page

Part 1

- Login via <https://cpms.ern-net.eu/login/>
- Click on 'Centre' to go to your centre dashboard (see below)



The screenshot shows the CPMS Global Dashboard. The top navigation bar has a red box around the 'Centre' link, with a red arrow pointing to it. The dashboard content includes sections for 'Upcoming Meetings in the next 14 days', 'Meeting Invites', 'Panel Activity in the last 14 days' (with a table header), and 'Panel Invites'. A sidebar on the left contains navigation options like 'Dashboard', 'Endo-ERN', 'Tartu Univ...', 'Map', 'Training', and 'Preferences'.

- Click on 'Patient List' (see below)

European Reference Networks CPMS | EE02 - Tartu University Hospit... Centre ERN

EE02 - Tartu University Hospital_Endo-ERN USER:endohpuser4 testuser ROLE:HP

Dashboard

Endo-ERN

Tartu Univ...

Patient List

Centre Panels

Patients

Enrol Patient

8 Patients

Patient List

Search

First name, last name, CPMS ID, r

Search

- Select your patient by clicking on it (see below)

European Reference Networks CPMS | EE02 - Tartu University Hospit... Centre ERN Training Help & Support endohpuser4 testuser

EE02 - Tartu University Hospital_Endo-ERN

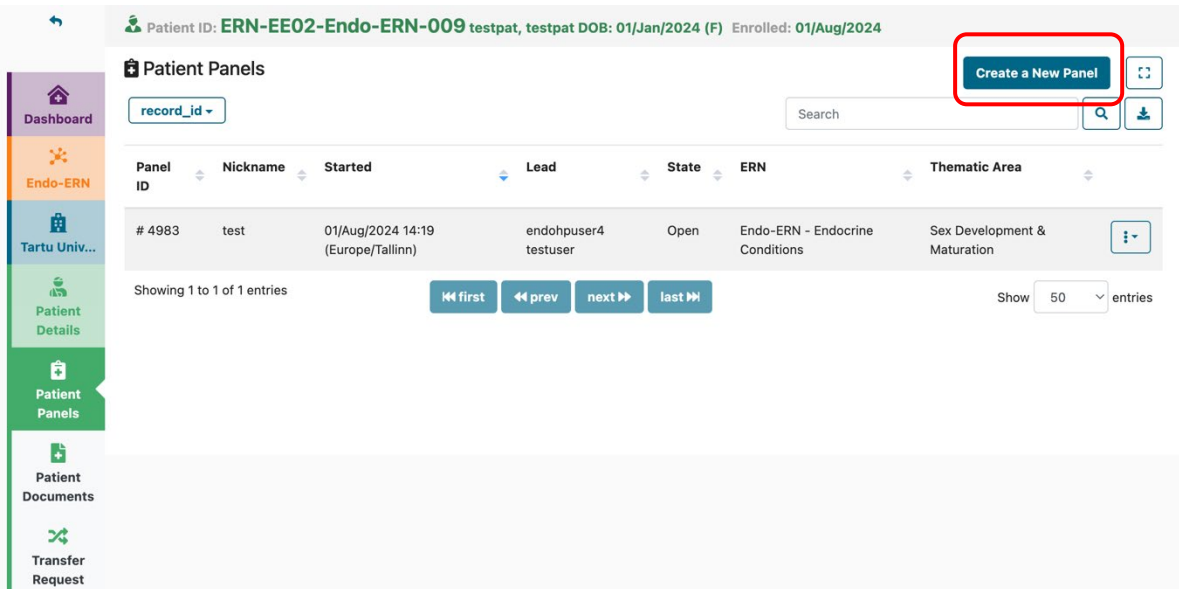
Patient List

Enrol Patient

Search

Last name	First Name	Record Label	Cpms ID	Enrolled	Gender	Frozen	Date of Birth	Consent	Consent Research
ACTor	Testee 3	ACTor, Testee 3 DOB: 01/May/2013 (UN)	ERN-EE02-Endo-ERN-001	24/May/2023	UN	false	01/May/2013	true	false
Actor	Testee 4	Actor, Testee 4 DOB: 12/May/2003 (UN)	ERN-EE02-Endo-ERN-002	24/May/2023	UN	false	12/May/2003	true	false
Blake	Daphne	Blake, Daphne DOB: 29/May/2013 (F)	ERN-EE02-Endo-ERN-005	09/Jul/2024	F	false	29/May/2013	true	true
Blake	Daphne	Blake, Daphne DOB: 30/Jun/1994 (F)	ERN-EE02-Endo-ERN-006	09/Jul/2024	F	false	30/Jun/1994	true	true

- Click on 'Create a New Panel' (see below in red box)



Patient ID: ERN-EE02-Endo-ERN-009 testpat, testpat DOB: 01/Jan/2024 (F) Enrolled: 01/Aug/2024

Create a New Panel

Panel ID	Nickname	Started	Lead	State	ERN	Thematic Area
# 4983	test	01/Aug/2024 14:19 (Europe/Tallinn)	endohpuser4 testuser	Open	Endo-ERN - Endocrine Conditions	Sex Development & Maturation

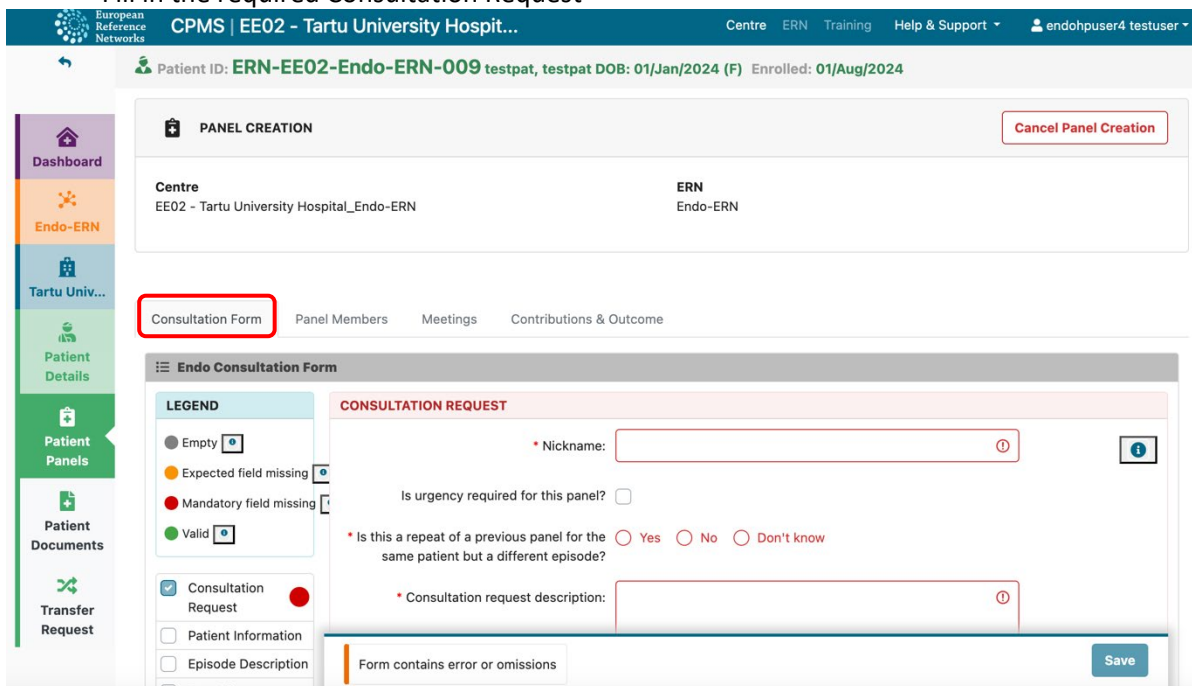
Showing 1 to 1 of 1 entries

Navigation: first, prev, next, last

Show 50 entries

Part 2

- The panel automatically opens in tab Consultation Form (see below in red box)
- Fill in the required Consultation Request



Patient ID: ERN-EE02-Endo-ERN-009 testpat, testpat DOB: 01/Jan/2024 (F) Enrolled: 01/Aug/2024

PANEL CREATION Cancel Panel Creation

Centre: EE02 - Tartu University Hospital_Endo-ERN ERN: Endo-ERN

Consultation Form Panel Members Meetings Contributions & Outcome

Endo Consultation Form

LEGEND

- Empty
- Expected field missing
- Mandatory field missing
- Valid
- Consultation Request
- Patient Information
- Episode Description
- Base Disease

CONSULTATION REQUEST

* Nickname:

Is urgency required for this panel?

* Is this a repeat of a previous panel for the same patient but a different episode? Yes No Don't know

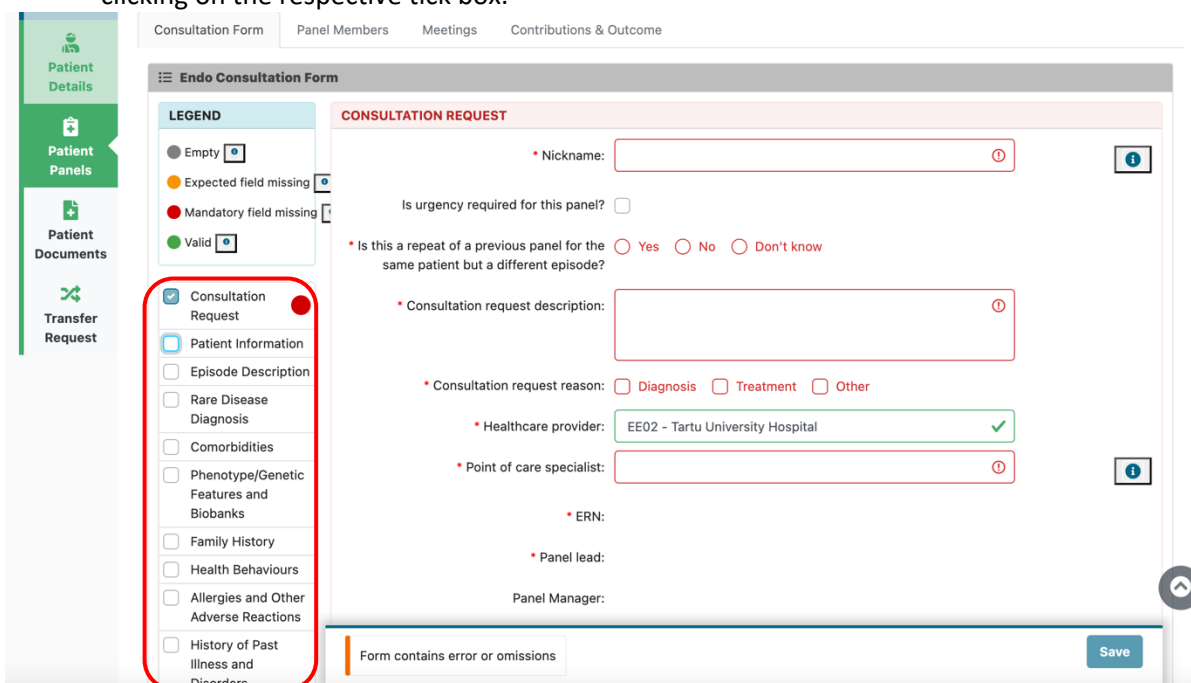
* Consultation request description:

Form contains error or omissions Save

- Note: you will be forced to choose a good nickname
- Note: If you choose urgency, the panel members will receive notifications about changes in your panel immediately per email

- Note: You have to choose 1 (and optionally 2) MTGs, the experts of the selected MTG will show first in your panel during Inviting Panel members.

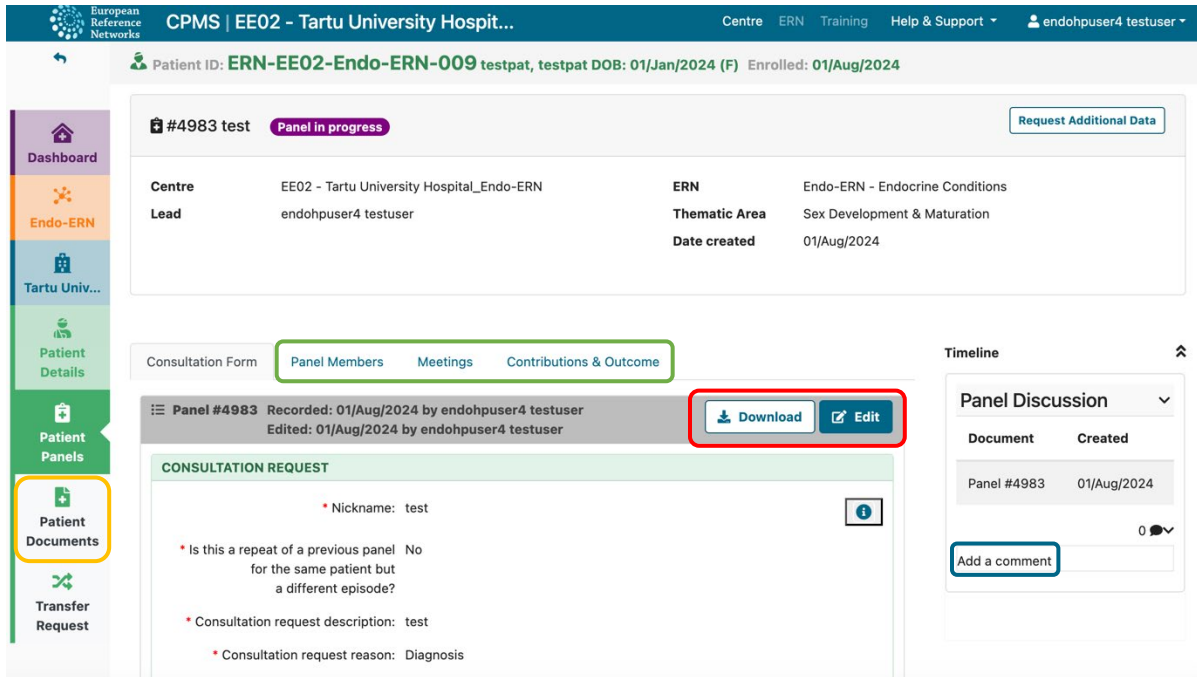
- Go to each section (see below in red box) and fill in the mandatory fields. Each section will expand by clicking on the respective tick box.



The screenshot shows the 'Endo Consultation Form' interface. On the left, a sidebar contains navigation options: Patient Details, Patient Panels, Patient Documents, and Transfer Request. The main content area is divided into sections: LEGEND, CONSULTATION REQUEST, and a bottom status bar. The 'CONSULTATION REQUEST' section is highlighted with a red border. It contains the following fields and options:

- LEGEND:**
 - Empty (blue circle)
 - Expected field missing (orange circle)
 - Mandatory field missing (red circle)
 - Valid (green circle)
- CONSULTATION REQUEST:**
 - Nickname: [Text input field]
 - Is urgency required for this panel?
 - Is this a repeat of a previous panel for the same patient but a different episode? Yes No Don't know
 - Consultation request description: [Text input field]
 - Consultation request reason: Diagnosis Treatment Other
 - Healthcare provider: EE02 - Tartu University Hospital
 - Point of care specialist: [Text input field]
 - ERN: [Text input field]
 - Panel lead: [Text input field]
 - Panel Manager: [Text input field]
- Form Status:** Form contains error or omissions (indicated by an orange bar and text at the bottom left).
- Buttons:** Save (blue button at the bottom right).

- After filling in all the required fields of the Consultation Request, the text 'Form contains error or omissions' will disappear and you will be able to click on the button 'Save'
- After Saving and closing the Consultation Form, your panel looks like this (see below)



The screenshot shows the Endo-ERN web application interface. At the top, there is a navigation bar with the European Reference Network logo, the text 'CPMS | EE02 - Tartu University Hospit...', and user information 'Centre ERN Training Help & Support' and 'endohpuser4 testuser'. Below this, the patient ID is 'ERN-EE02-Endo-ERN-009 testpat, testpat DOB: 01/Jan/2024 (F) Enrolled: 01/Aug/2024'. The main content area is divided into several sections:

- Panel #4983 test** (Panel in progress) with a 'Request Additional Data' button.
- Centre**: EE02 - Tartu University Hospital_Endo-ERN
- Lead**: endohpuser4 testuser
- ERN**: Endo-ERN - Endocrine Conditions
- Thematic Area**: Sex Development & Maturation
- Date created**: 01/Aug/2024

Below the panel details, there are tabs for 'Consultation Form', 'Panel Members', 'Meetings', and 'Contributions & Outcome'. The 'Consultation Form' tab is active, showing a 'CONSULTATION REQUEST' form with fields for 'Nickname: test', 'Is this a repeat of a previous panel for the same patient but a different episode?' (No), 'Consultation request description: test', and 'Consultation request reason: Diagnosis'. A red box highlights the 'Download' and 'Edit' buttons. A green box highlights the 'Panel Members', 'Meetings', and 'Contributions & Outcome' tabs. A yellow box highlights the 'Patient Documents' button in the left sidebar. A blue box highlights the 'Add a comment' button in the 'Timeline' section.

- Now you can:
 - Edit or download the consultation form (in red box)
 - Open one of the other tabs (Panel Members, Meetings, Contribution & Outcome) (in green box) or upload patient documents (in yellow box). See the other manuals for these steps
 - Add a comment in your timeline for the panel members (in blue box)