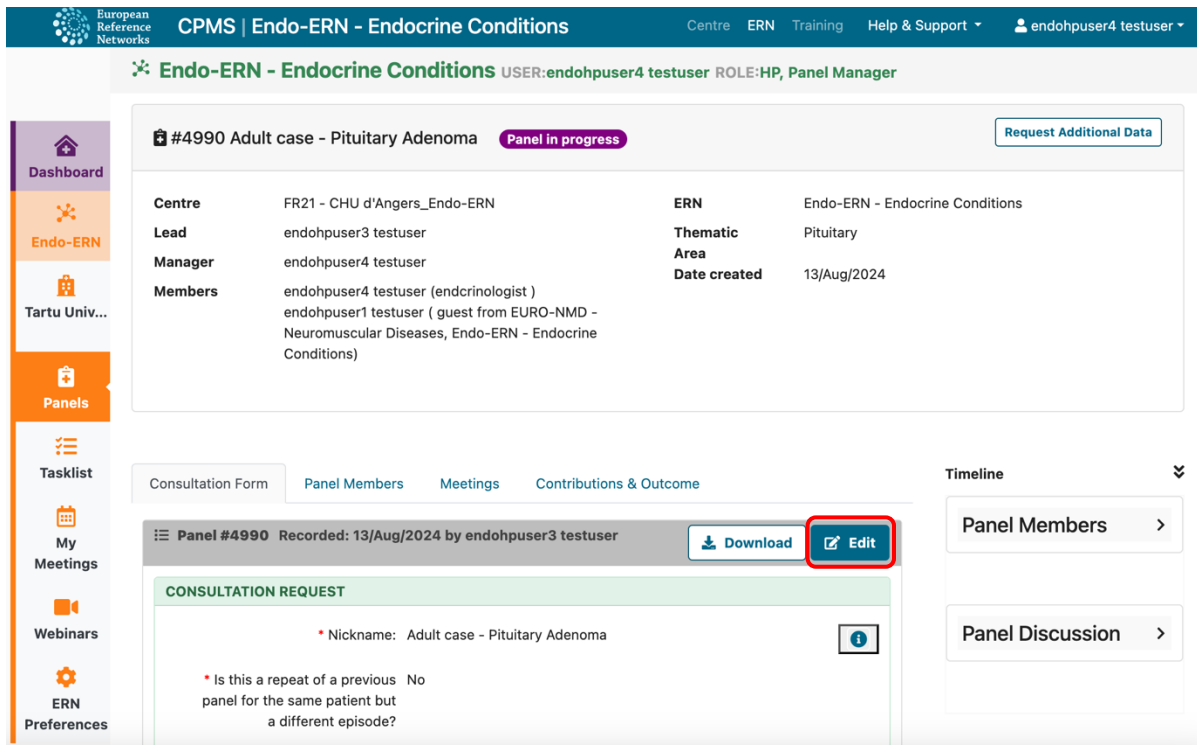


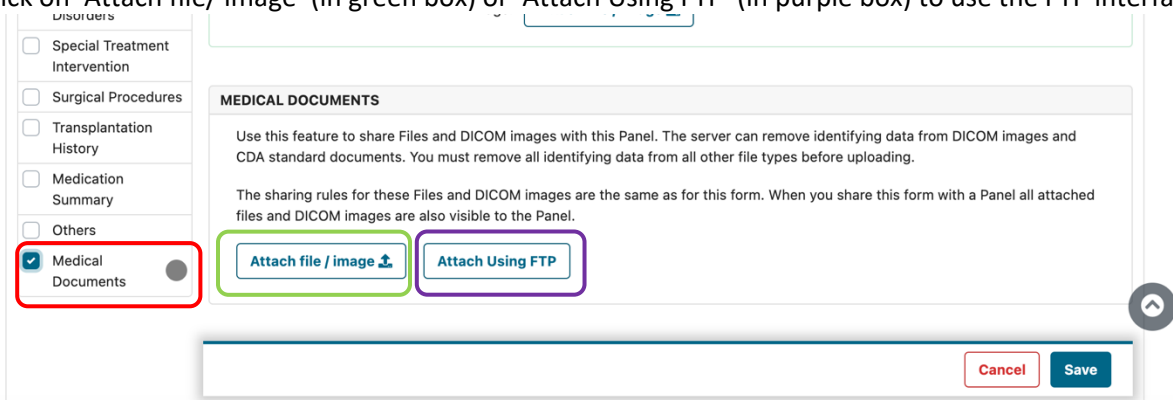
## Attach documents to your panel

- Login via <https://cpms.ern-net.eu/login/>
- Open your panel and click on 'Edit'



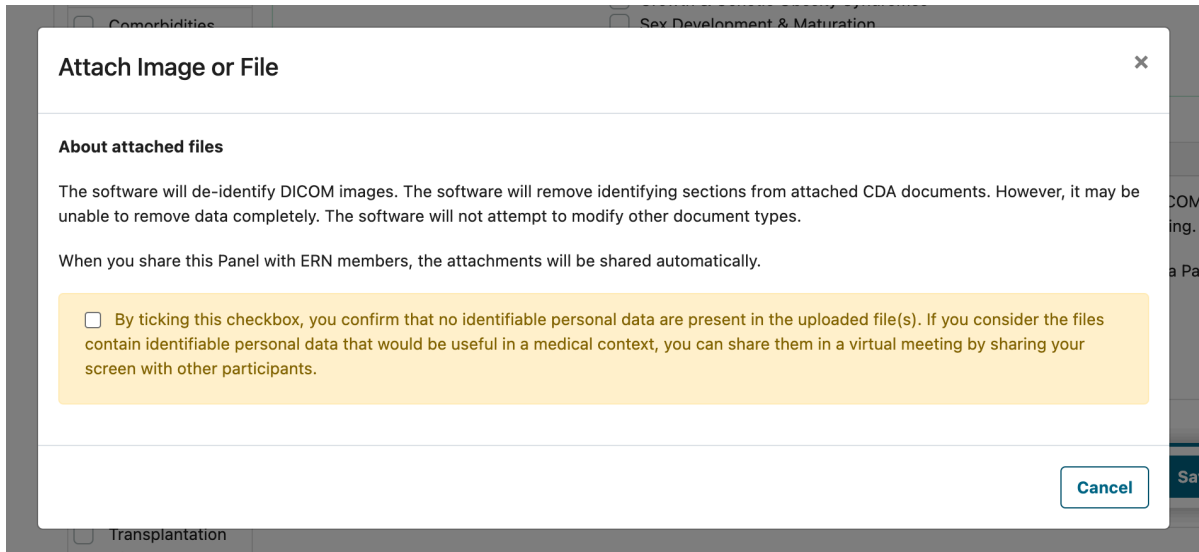
The screenshot shows the CPMS interface for the 'Endo-ERN - Endocrine Conditions' panel. The panel is titled '#4990 Adult case - Pituitary Adenoma' and is in progress. The user is 'endohpuser4 testuser' with the role of 'Panel Manager'. The panel details include: Centre (FR21 - CHU d'Angers\_Endo-ERN), Lead (endohpuser3 testuser), Manager (endohpuser4 testuser), Members (endohpuser4 testuser (endocrinologist), endohpuser1 testuser (guest from EURO-NMD - Neuromuscular Diseases, Endo-ERN - Endocrine Conditions)), ERN (Endo-ERN - Endocrine Conditions), Thematic Area (Pituitary), and Date created (13/Aug/2024). The 'Edit' button is highlighted in red. The 'Consultation Form' tab is active, showing a 'CONSULTATION REQUEST' with a nickname 'Adult case - Pituitary Adenoma' and a question 'Is this a repeat of a previous panel for the same patient but a different episode?' with a 'No' answer.

- Then go to 'Medical Documents' by selecting the section from the selection bar on the left (in red box)
- Click on 'Attach file/ image' (in green box) or 'Attach Using FTP' (in purple box) to use the FTP interface

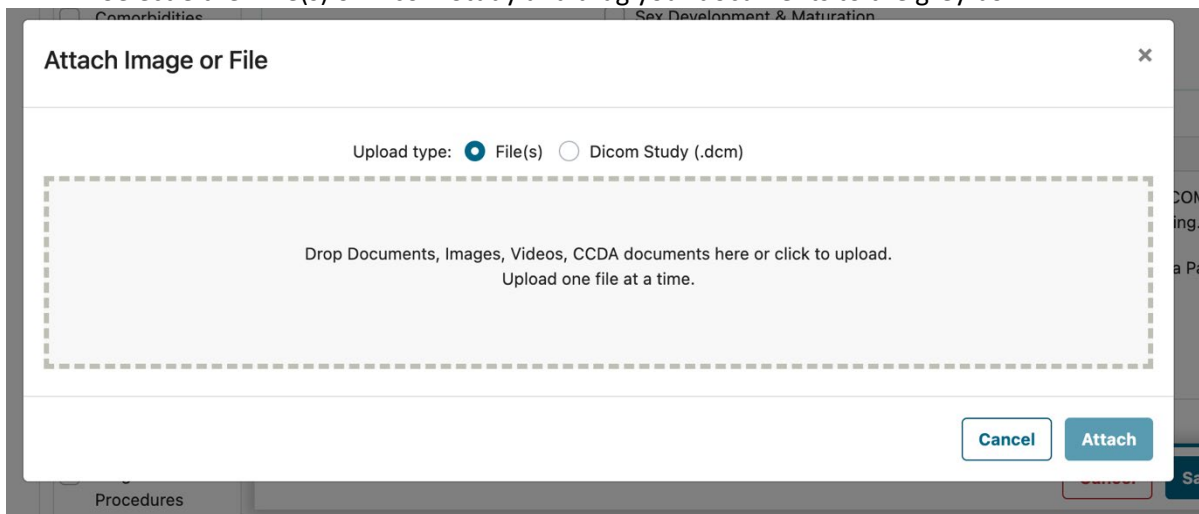


The screenshot shows the 'MEDICAL DOCUMENTS' section in the CPMS interface. The 'Medical Documents' checkbox is checked and highlighted in red. The 'Attach file / image' button is highlighted in green, and the 'Attach Using FTP' button is highlighted in purple. The text in the box reads: 'Use this feature to share Files and DICOM images with this Panel. The server can remove identifying data from DICOM images and CDA standard documents. You must remove all identifying data from all other file types before uploading. The sharing rules for these Files and DICOM images are the same as for this form. When you share this form with a Panel all attached files and DICOM images are also visible to the Panel.' The 'Cancel' and 'Save' buttons are visible at the bottom right.

- Read the text in the box that will appear in your screen (see below) and tick on the checkbox



- Select either File(s) or Dicom Study and drag your documents to the grey box



- You can also use the 'Attach Using FTP' option:

### File Picker: Attach Using Secure FTP ✕

This web-interface is suitable for small to medium sized files. If you want to upload large files (> 1 gigabyte), or want more control over your file uploads, e.g. scheduling or throttling internet bandwidth usage, you can use Secure FTP to upload files.

**If using WinSCP (available free):**

<b>File Protocol:</b>	FTP	<b>Encryption</b>	TLS/SSL Explicit Encryption
<b>Host name:</b>	cpms-training.ern-net.eu	<b>Port number:</b>	3990
<b>User name:</b>	Your login username	<b>Password:</b>	You need an FTP password <a href="#" style="border: 1px solid #007bff; padding: 2px 5px; text-decoration: none; color: #007bff;">Set FTP Password</a>

- This FTP interface, uses the Explicit Secure variation of the FTP protocol. You will need to install a program to communicate with it. Third party products such as WinSCP (available free), can upload files via Secure FTP.
- For Security reasons, you can upload to the FTP server, but you cannot download from it.
- You can only attach files to forms which are currently in an editable workflow state.

[Close](#)

support  
re any qu  
sue please contact ERN-CPMS via email at  
[ERN-CPMS-itsupport@ec.europa.eu](mailto:ERN-CPMS-itsupport@ec.europa.eu)

Version: ern\_config#rel-r2304.06  
[Browser Information](#)  
[CPMS Release Notes](#)

financed by the European Union

- After uploading your document(s), your panel looks like this (see below), and you will be able to view, download, rename or delete the attachment(s) (see red boxes)