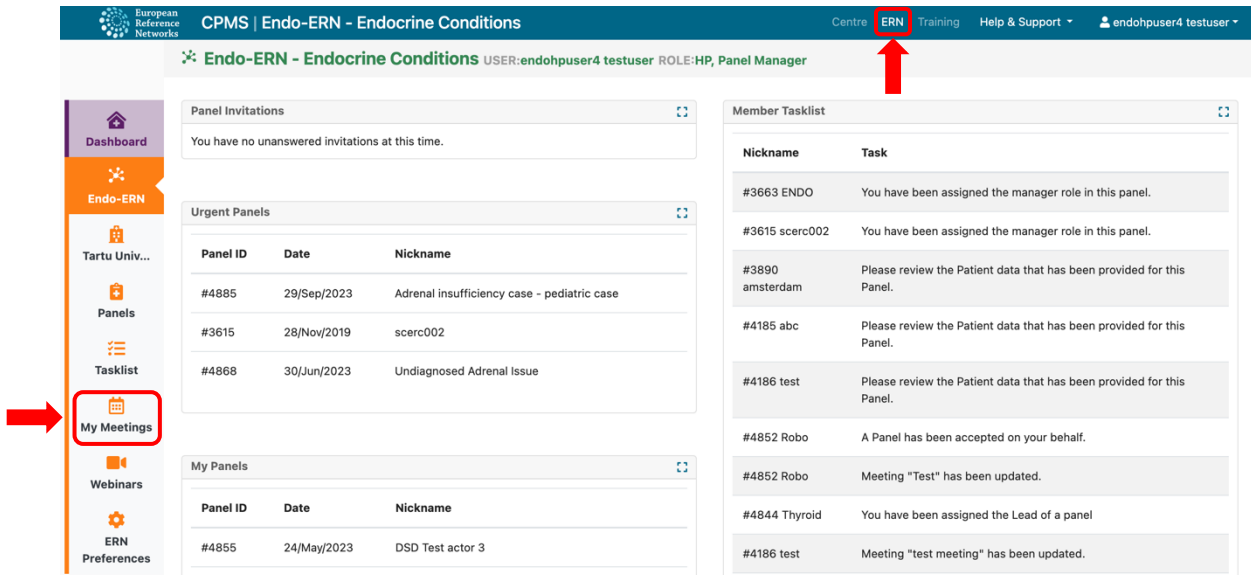


## Manage your video meeting

-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)



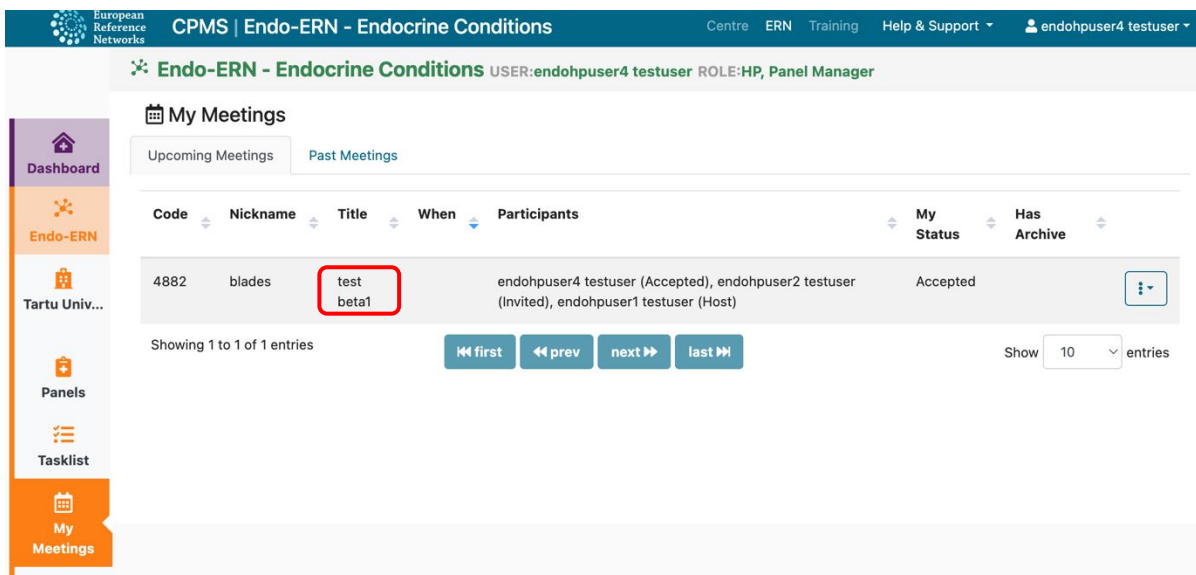
The screenshot shows the Endo-ERN dashboard. The top navigation bar includes 'Centre', 'ERN', 'Training', and 'Help & Support'. The user is logged in as 'endohpuser4 testuser' with the role 'HP, Panel Manager'. The left sidebar contains navigation options: Dashboard, Endo-ERN, Tartu Univ..., Panels, Tasklist, My Meetings (highlighted with a red arrow), Webinars, and ERN Preferences. The main content area shows 'Panel Invitations', 'Urgent Panels', and 'My Panels' sections. A 'Member Tasklist' table is also visible on the right.

Panel ID	Date	Nickname
#4885	29/Sep/2023	Adrenal insufficiency case - pediatric case
#3615	28/Nov/2019	scerc002
#4868	30/Jun/2023	Undiagnosed Adrenal Issue

Panel ID	Date	Nickname
#4855	24/May/2023	DSD Test actor 3

Nickname	Task
#3663 ENDO	You have been assigned the manager role in this panel.
#3615 scerc002	You have been assigned the manager role in this panel.
#3890 amsterdam	Please review the Patient data that has been provided for this Panel.
#4185 abc	Please review the Patient data that has been provided for this Panel.
#4186 test	Please review the Patient data that has been provided for this Panel.
#4852 Robo	A Panel has been accepted on your behalf.
#4852 Robo	Meeting "Test" has been updated.
#4844 Thyroid	You have been assigned the Lead of a panel
#4186 test	Meeting "test meeting" has been updated.

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



The screenshot shows the 'My Meetings' page. The user is logged in as 'endohpuser4 testuser' with the role 'HP, Panel Manager'. The page has tabs for 'Upcoming Meetings' and 'Past Meetings'. A table lists meeting entries with columns for Code, Nickname, Title, When, Participants, My Status, and Has Archive. The entry with Code 4882 and Nickname 'blades' has a title 'test beta1' highlighted with a red box. Navigation buttons for 'first', 'prev', 'next', and 'last' are visible, along with a 'Show 10 entries' dropdown.

Code	Nickname	Title	When	Participants	My Status	Has Archive
4882	blades	test beta1		endohpuser4 testuser (Accepted), endohpuser2 testuser (Invited), endohpuser1 testuser (Host)	Accepted	

- Option 2: Open your panel, go to tab Meetings and click on 'View details' or 'Edit Meeting' (see below)

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

## Upcoming meetings

 Schedule Meeting

**Title** test [View details](#)  
**When** 20/Aug/2024 15:08 (Europe/Paris)  
**Description** None  
**Status** Upcoming [Test video](#)

Edit Meeting

Starts in: 0h 58m 46s

- Now you can 1) edit your meeting date & time, 2) invite extra participants, or 3) write a summary after the meeting has finished:

- 1) Edit your meeting (see below)

### Meeting: test

(Test video) Starts in: 0h 37m 25s

**Date & Time** Participants Summary

\* Title of meeting: test

Description:

Meeting Status: Upcoming

Type of meeting: Individual meeting

\* Duration: 10 minutes

\* When: 20/Aug/2024 15:08 (Europe/Paris)  
20/Aug/2024 13:08 (UTC)

Meeting Panel: test

[Edit](#)

[Cancel Meeting](#) [Close](#)

- 2) Invite experts to your video meeting (see below). You can select experts from an expert group (green box) or from an ERN (blue box)

Meeting: test x

(Test video)

Starts in: 0h 32m 3s

Date & Time

Participants

Summary

### Meeting participants

Name	Invited	Status
endohpuser3 testuser	20/Aug/2024 14:08 (Europe/Paris)	Host
endohpuser2 testuser	20/Aug/2024 14:08 (Europe/Paris)	Moderator
endohpuser4 testuser	20/Aug/2024 14:08 (Europe/Paris)	Invited
endohpuser1 testuser	20/Aug/2024 14:08 (Europe/Paris)	Invited

### Invite Expert Group

Choose an Expert Group

Select Expert Group

Name	Hospital	Specialisation	Invite Expert Group
No Expert Group Selected.			

### Invite the members of your ERN

Thematic area:

Sex Development & Maturat...

Search by Name or Hospital

Name	Hospital	Specialisation	Invite All
Doctor1	BE04 - Hôpital Universitaire de Bruxelles(HUDERF-Erasme)_ERN-SKIN BE09 - University Hospital Brussels_MetabERN	Radiologist	Invite

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

### Meeting: test ×

(Test video) **Starts in: 0h 26m 38s**

Date & Time   Participants   **Summary**

**Edit**

Summary has not been recorded yet

**Cancel Meeting** Close