

## CPMS Dashboard and Panel in Progress

Please note that the CPMS and the case discussions are only meant for those clinicians directly involved in providing care for genturis patients, who have a question about the actual care for one of their genturis patients. Thus, the CPMS meetings are the online equivalent of multidisciplinary case discussions in a hospital. CPMS meetings are not research meetings nor journal clubs; time is limited and discussions should focus only on the patient case. For any other question, other platforms should be used.

### Dashboard

- Go to <https://cpms.ern-net.eu/login/> on your PC and log in to the CPMS with your EU Login, click on “GENTURIS” (Figure A outlined in red) to access ERN GENTURIS.

Figure A: CPMS homescreen

- You are now in the ERN GENTURIS dashboard, shown in Figure B. To return to the ERN GENTURIS Dashboard at any time, click on “GENTURIS” (Figure B:1).
- A list of all the panels from the ERN GENTURIS can be accessed via “Panels” (Figure B:2a).
- This Dashboard contains an overview of your activities and tasks (if any) in the ERN:
  - Panel Invitations:** Invitations from other ERN GENTURIS members to join a panel.
  - Urgent Panels:** List of urgent panels.
  - My Panels:** List of panels you are Panel Lead (i.e. your own panels). To access a panel in which you are the panel lead, click on the panel in “My Panels” (Figure B:2b).
  - Contributing Panels:** List of panels you joined as contributor. To access a panel in which you are a contributor, click on the panel in “Contributing Panels” (Figure B:2c).
  - Member Tasklist:** List of your tasks in the CPMS (Figure B:3).
  - Requests For Additional Data:** List of requests (if any) to provide additional data.
  - My Meetings:** List of upcoming meetings for which you are invited to attend.
- Your expertise can be changed via “ERN Preferences” (Figure B:4), see Quick Guide 1b.

Figure B: ERN GENTURIS dashboard

Version 3.3, 20 January 2023

## PANEL IN PROGRESS

### Update consultation form – tab Consultation Form

For a detailed description of how to start your panel, see Quick guide 2.

- When you access your panel, you get the following screen with 5 accessible tabs: “Consultation form”, “Attachments”, “Panel Members”, “Meetings”, “Contributions & Outcome” (Figure C:1-5):

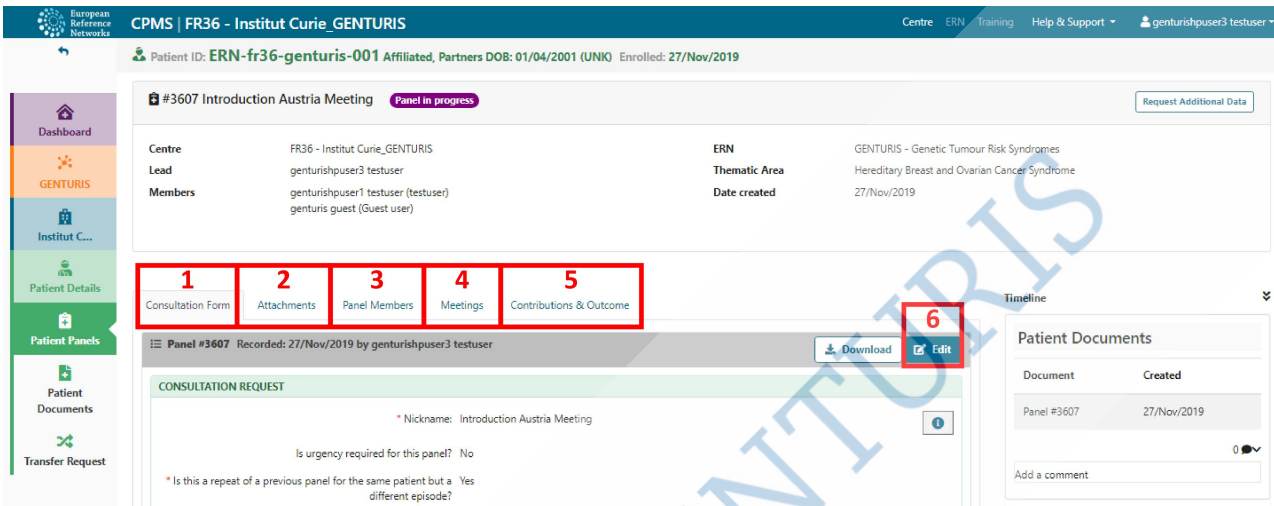


Figure C: Panel screen with Consultation form: Edit (Figure C:6)

- To edit the consultation request, click on the blue button “Edit” (Figure C:6) and save after editing. Click “Close” to return to the Panel screen as shown in Figure C.
  - Additional forms (*i.e.* medical files) can be uploaded in the consultation request as described in Quick guide 2 (check the box “medical documents”, Upload medical documents and click “save” at the bottom of the form).  
*NB Do not upload medical files with identifying data! If necessary, you can share these files in a meeting by sharing your screen and showing the documents.*

### Additional documents – Attachments

Documents can either be attached while working on the Consultation Form or via the tab “Attachments”.

- Go to the tab “Attachments”.
- Click “Attach file / image”.
- Confirm that Patient Identifying data has been removed from the document or image.
- Upload the document, and click “save”.

A list of all documents attached to the panel, including those uploaded within the Consultation Form will be displayed in the tab Attachments.

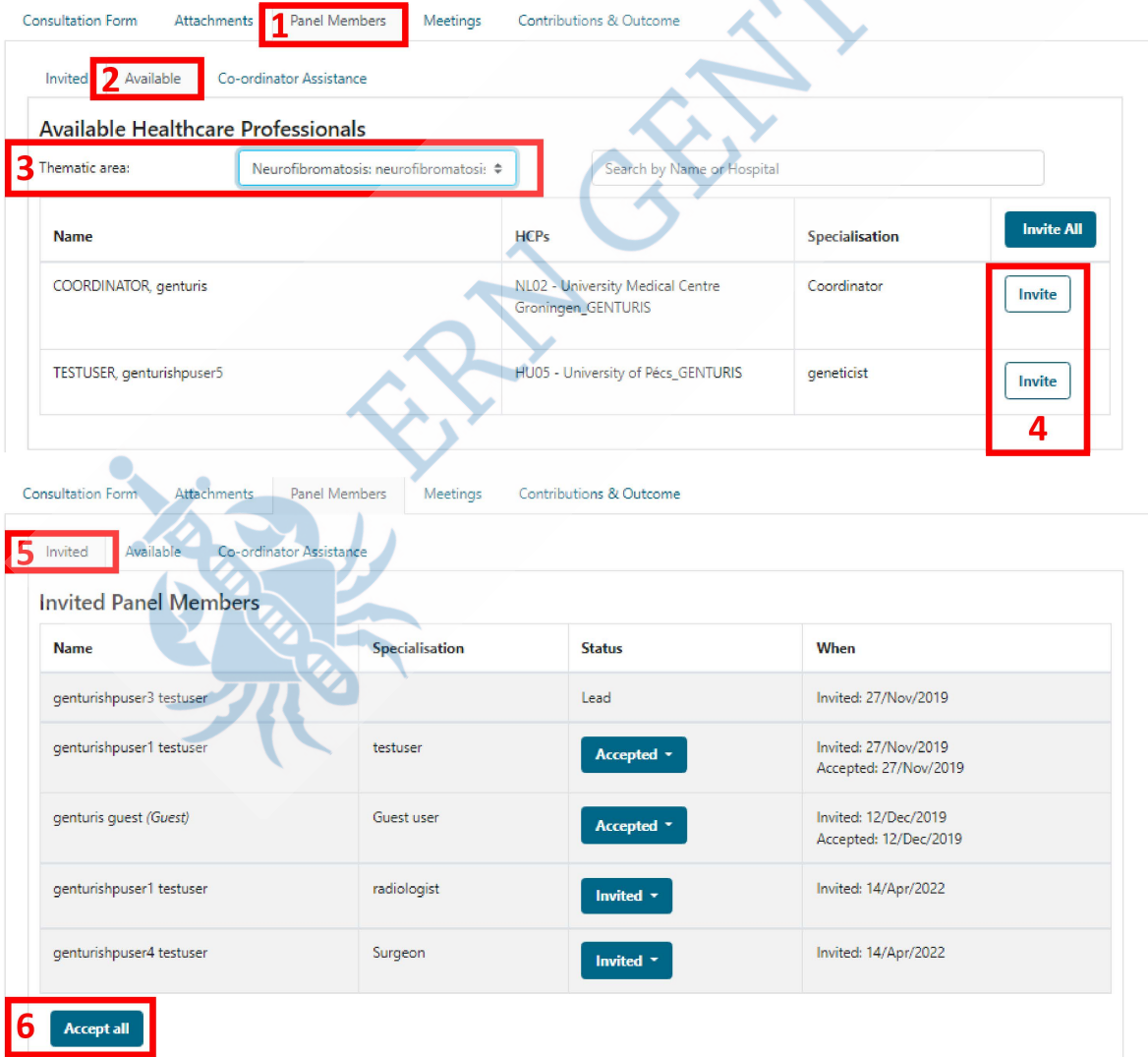
## Invite members to your panel – tab Panel Members

Only members to the panel will be able to see the consultation request and additional documents.

To invite members to your panel:

- Go to the tab “Panel Members” (Figure D:1)
- Go to the tab “Available” (Figure D:2)
- You can select from which Thematic Area you want to invite members (by default set to the same Thematic Area you enrolled the patient in) by clicking on the pull down menu. (Figure D:3)
- Click on “Invite” behind the member you want to invite (Figure D:4), with a **maximum of 10 invitees**. **Do NOT use “Invite all”!**
- Afterwards, go to the tab “Invited” (Figure D:5), and you can see which members are invited and the status of their invite (*i.e.* if the invite is pending, or if they have accepted or refused).
- Manually set “Invited” to “Accepted” for all your invitees (Figure D:6).

**Please do not schedule a meeting before you manually accepted all invited panel members.**



Consultation Form Attachments **1** Panel Members Meetings Contributions & Outcome

Invited **2** Available Co-ordinator Assistance

**3** Available Healthcare Professionals

Thematic area: Neurofibromatosis: neurofibromatosis Search by Name or Hospital

Name	HCPs	Specialisation	Invite All
COORDINATOR_genturis	NL02 - University Medical Centre Groningen_GENTURIS	Coordinator	Invite
TESTUSER_genturishpuser5	HU05 - University of Pécs_GENTURIS	geneticist	Invite

**4**

Consultation Form Attachments Panel Members Meetings Contributions & Outcome

**5** Invited Available Co-ordinator Assistance

Invited Panel Members

Name	Specialisation	Status	When
genturishpuser3 testuser		Lead	Invited: 27/Nov/2019
genturishpuser1 testuser	testuser	Accepted	Invited: 27/Nov/2019 Accepted: 27/Nov/2019
genturis guest (Guest)	Guest user	Accepted	Invited: 12/Dec/2019 Accepted: 12/Dec/2019
genturishpuser1 testuser	radiologist	Invited	Invited: 14/Apr/2022
genturishpuser4 testuser	Surgeon	Invited	Invited: 14/Apr/2022

**6** Accept all

Figure D: How to invite panel members

## Organise a meeting and invite panel members to your meeting – tab Meetings

After accepting all panel members you can schedule a meeting.

- Go to the tab Meetings (Figure E:1).
- Click on the button “Schedule Meeting” (Figure E:2).
- A pop-up screen “Schedule meeting” will appear (Figure E:3).
- Select the type of meeting (Figure E:4).  
Please use our ERN recurring meetings, scheduled every first and third Friday of the month 13:30-14:30 CE(S)T.
- Fill in the title and description of the meeting (Figure E:5).
- Select the correct ERN recurrent meeting (TG: neurofibromatosis or TGs: Lynch/polyposis, HBOC and rare genturis) and choose an available timeslot (Figure E:6).
- Click on “schedule slot” (Figure E:7).

The screenshot shows the 'Meetings' tab selected in the top navigation bar. A 'Schedule Meeting' button is visible in the 'Upcoming meetings' section. A pop-up window titled 'Schedule Meeting' is open, showing options for meeting type (Part of ERN recurring meeting, Individual meeting, Proposed meeting), fields for title and description, a table of ERN meetings with dates and timeslots, and a 'Schedule Slot' button at the bottom right.

Figure E: how to schedule a meeting

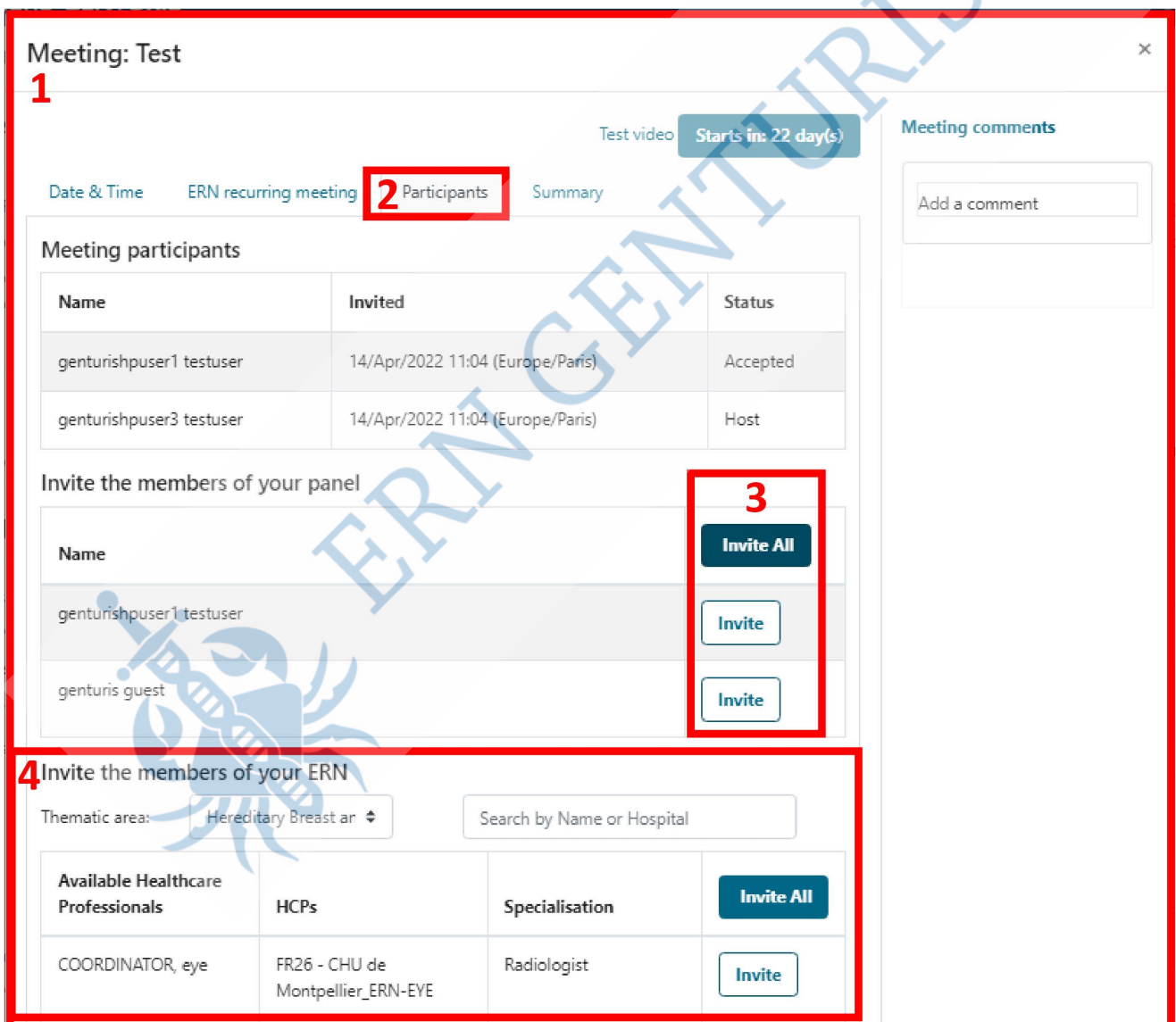
### After scheduling your meeting you have to invite your panel members to the meeting.

- The meeting details screen appears automatically after scheduling the meeting (Figure F:1). You can also access the meeting detail screen by going to the tab “Meetings” and then clicking on the title of the meeting in the section “upcoming meetings”. The meeting details screen contains 4 tabs: “date & time”, “ERN recurring meeting”, “participants” and “summary”.
- Go to the tab “participants” (Figure F:2).
- Invite the members of your panel to the meeting by clicking on the blue button “invite” or invite all panel members in one click by using the “invite all” button in Figure F:3.
  - Invited meeting participants will receive an email notification of the meeting invite.
  - They can log in to the CPMS and accept or refuse the meeting invite

- The invite is in the “Member Tasklist” and in the “My Meeting” section or your ERN GENTURIS dashboard
- You are also able to invite other members to the meeting under "Invite the members of your ERN" (Figure F:4). To do so, please select the thematic area of interest and invite the users you would like. **Please, do not use the "invite all" button in Figure F:4!** Keep in mind that **only panel members can see the consultation request**. It is therefore advised to only invite panel members to the meeting.

#### ERN GENTURIS recurring meeting

- Our CPMS meetings are currently held outside the CPMS due to problems with the CPMS video conferencing tool. On the Monday before your meeting, you will receive an email from our helpdesk manager with details on how to attend.
- After the meeting took place, go to the “Summary tab” and write a summary of the meeting.



**1** Meeting: Test

Test video Starts in: 22 day(s)

Date & Time ERN recurring meeting **2** Participants Summary

Meeting participants

Name	Invited	Status
genturishpuser1 testuser	14/Apr/2022 11:04 (Europe/Paris)	Accepted
genturishpuser3 testuser	14/Apr/2022 11:04 (Europe/Paris)	Host

Invite the members of your panel **3**

Name	Invite
genturishpuser1 testuser	Invite
genturis guest	Invite

**4** Invite the members of your ERN

Thematic area: Hereditary Breast ar Search by Name or Hospital

Available Healthcare Professionals	HCPs	Specialisation	Invite
COORDINATOR, eye	FR26 - CHU de Montpellier_ERN-EYE	Radiologist	Invite

Figure F: Meeting details screen; how to invite participants to the meeting

#### Edit meeting

- Go to the tab “Meetings” of your panel.
- Click on “Edit” to change the time slot of your meeting or to cancel the meeting.

- To change the time slot, select another available time slot and press the blue update button.
- To cancel the meeting, change the meeting status from “upcoming” to “cancelled” and press the blue update button.

## Report an outcome and contributions – tab Contributions & Outcome

After the meeting is finished you can **record your contribution** (optional).

1. Go to the tab “Contributions & Outcome” (Figure G:1).
2. Record your own contribution in the tab with your name or upload a document with your contribution (Figure G:2).  
Other members can record their contribution in their own tab.
3. Record how much time you’ve spend in the panel (Figure G:3).
4. Click on “Record Contribution” (Figure G:4).

Figure G: How to record your contribution to the panel

### Draft an outcome

- 1) In the tab “Contributions & Outcome”, scroll down until you see the header “Outcome”, below contributions (Figure H:1).
- 2) Click on “Edit” to draft the outcome (Figure H:2).
- 3) Write the outcome of the panel and meeting in the text field (Figure H:3).
- 4) Record if you found the panel useful and if you are satisfied with the outcome (Figure H:4).
- 5) Save the outcome by clicking on the blue button “save” (Figure H:5).

**1** Outcome  
No outcome drafted

**2** Edit Sign-off

Outcome

**3** Write here the outcome of the panel and the meeting.

**4** Did you find this panel useful? Extremely Useful  
How satisfied are you with the outcome of this panel? Completely Satisfied

Cancel Save **5**

Figure H: How to draft an outcome

### Sign off the panel

Only the panel lead can sign off the panel.

- 1) If the outcome is final, please click on the blue button "Sign-off" (Figure I:1).
- 2) The sign-off panel screen pops-up (Figure H:2).
- 3) Click on Sign-off panel (Figure H:3).
- 4) The outcome can now be viewed and downloaded from the Panel Banner (This PDF, in letter form, contains the outcome of the panel and is addressed to the Point of Care Specialist (i.e. acting Doctor or physician) and signed by the Panel lead (i.e. you)).

Outcome  
Write the outcome of the panel and the meeting here.

Edit Sign-off **1**

**2** Sign-off Panel  
You are about to Sign-off this Panel.  
This is an irrevocable action.  
Once this Panel is Signed-off, it will still be visible within the ERN list of Panels, however the data contained within it cannot be edited.  
You can download the Outcome document from the Panel Banner.  
To download the Panel Outcome Document click the Outcome Document button at the top of this Panel Screen.  
Don't forget to Close the Panel by clicking the Close button at the top of the Panel Banner.

Cancel Sign-off Panel **3**

#3607 Introduction Austria Meeting Panel signed off Close Panel

Centre	FR36 - Institut Curie_GENTURIS	ERN	GENTURIS - Genetic Tumour Risk Syndromes
Lead	genturishpuser3 testuser	Thematic Area	Hereditary Breast and Ovarian Cancer Syndrome
Members	genturishpuser1 testuser (testuser) genturis guest (Guest user)	Date created	27/Nov/2019

**4** Outcome Document

Figure I: How to sign off a panel.

### Close the panel

The final step is to close the panel.

- 1) The panel banner now depicts that the panel is signed off, continue to close the panel by clicking the blue button "Close Panel" (Figure J:1).
- 2) The "Transition to Closed" screen pops up. Please fill in whether the panel was a success (Figure J:2).
- 3) Please fill in the patient's status (Figure J:3).
- 4) Click on continue to closed (Figure J:4).
- 5) The panel banner now depicts that the panel is closed. Please make data available for ERN databases and registries if consent was given by clicking on the blue button (Figure J:5).
- 6) If necessary you can also archive the panel by clicking on the blue archive panel button (Figure J:6).

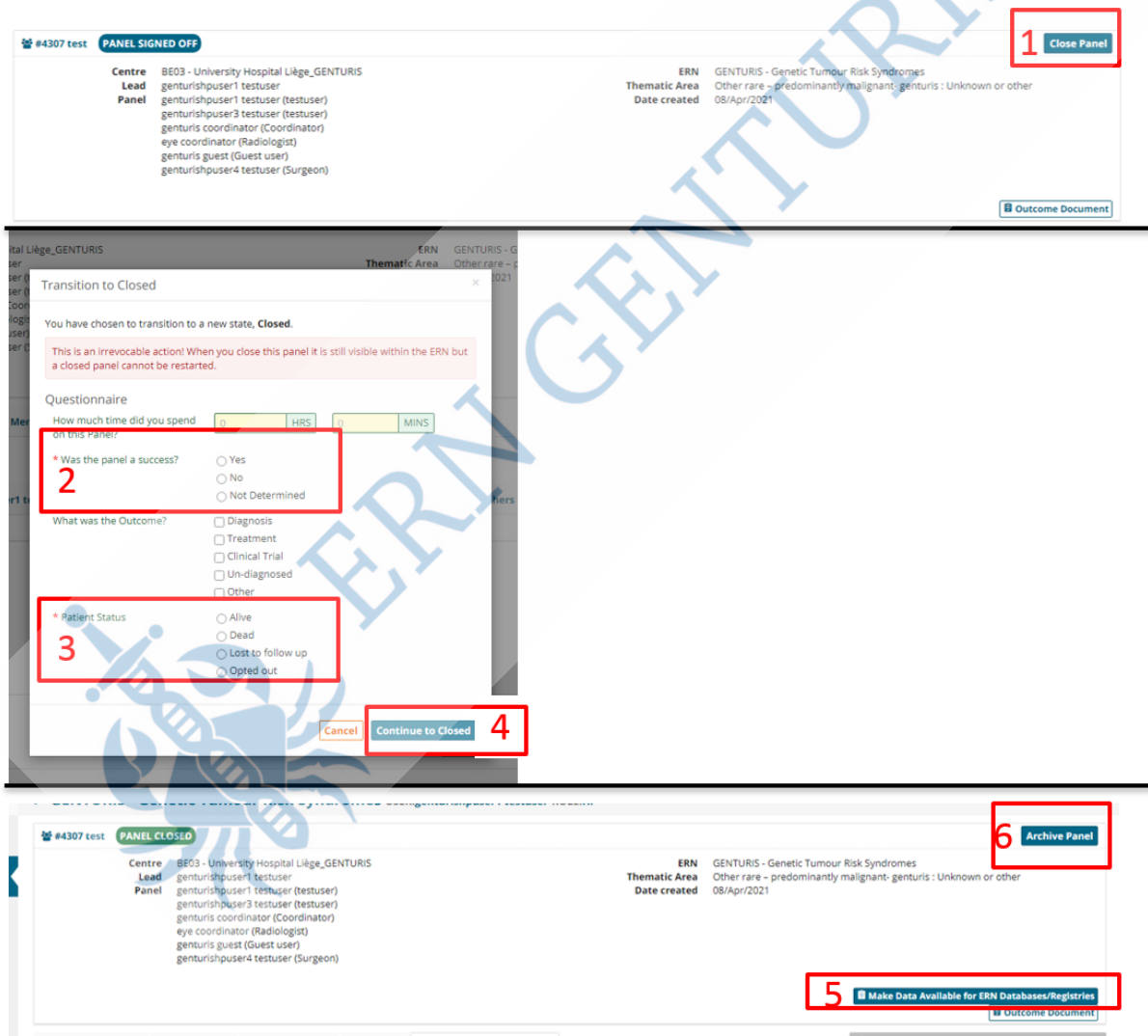


Figure J: How to close a panel