



# ERN GENTURIS CPMS Newsletter

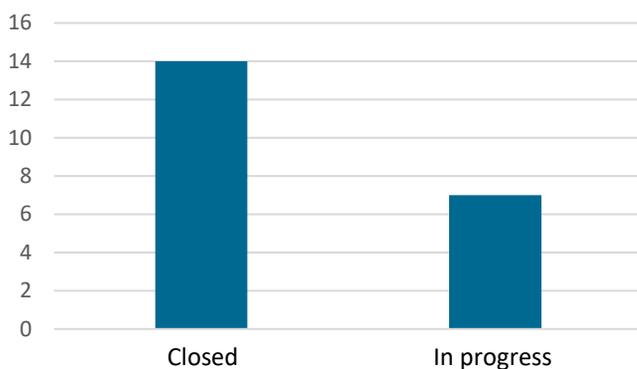
Issue 2 (September 2021)

Hello CPMS users,

The first newsletter focussed on how to upload patients and how to schedule a meeting. Now, we will focus on how to close a panel. **The use of CPMS is very important to our ERN.** Hopefully, the information in this newsletter is useful to you and will **stimulate you to use the CPMS.**

## The use of CPMS:

Number of panels in 2021



**Please start uploading patients as  
>45 panels should be held in 2021**

## CPMS training environment

Do not forget that there is a CPMS training environment where you can test out almost all functionalities that are available in the Live version.

This is a great resource for learning how CPMS works without the risk of using actual patient information. Please email [genturis@radboudumc.nl](mailto:genturis@radboudumc.nl) for the login details.

## When?

### Recurring meetings:

**Every first and third Friday of the month from 13:30 -14:30 CET.**

## How to:

### Checklist closing a panel

1. Go to the tab "Contributions & Outcome"
  - i. Click the "Edit" button
  - ii. Start adding or updating the outcome
  - iii. Click "Save"
  - iv. Click the "sign-off"- button, click "Sign-off panel" to confirm the action
2. Go to the main panel page and click the "close panel" - button at the top right of the panel banner.
  - i. Record time spent on the panel and answer the questions
  - ii. Click the "continue to closed" – button to close the panel
  - iii. Depending on the patients' consent for sharing data with network registries, the Panel Lead makes the panel information available to research databases and registries which will be shown in the Panel Banner after the panel has been closed.
  - iv. Click the button "archive panel" at the top right of the panel banner on the main panel page
  - v. Tick the box provided to confirm that the panel should be archived
  - vi. Click "Continue to Archive the panel".

## Help needed?

If you have any comments, suggestions, questions, or requests for CPMS support, please do not hesitate to contact [genturis@radboudumc.nl](mailto:genturis@radboudumc.nl)

