



Co-financed by the Connecting Europe Facility of the European Union



Virtual meetings via the CPMS

This document is to help you prepare for/join a video conference meeting using the CPMS.

A. STEPS TO DO PRIOR TO MEETING:

Before starting, please make sure that:

- You are using **Google Chrome** as your browser (and that it is the latest version)
- You have no other conflicting video applications open on your computer (e.g. Skype, GoToMeeting, WebEx etc). They interfere with the CPMS videoconference tool.

1) Sign into the CPMS: <u>https://cpms.ern-net.eu/login/</u>

2) You can find any meetings that you have been invited to by navigating to your main **ERN dashboard** (where you can see your panel invitations, contributing panels, task lists etc).

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	Appli	cations			
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	 NL01 - Academic Medical (FR07 - Hôpital Bichat 				
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3) You should see a heading named "my meetings", where the invitation to the meeting will be listed.

When		Title	Status
> 13/04/2	018 16:24 (Europe/Berlin)	tralala	Invited

- **4)** Click on this meeting and you should see the panel open with a message at the top saying that you have been invited to a meeting
 - You have been invited to a meeting (tralala).
 Accept / Refuse Invitation
- 5) Click accept/refuse invitation and select "accept"



6) You should now see a meeting box appear at the bottom of your timeline (right column of the panel screen)

Meeting: tralala	~
Description: Ialala Invited: vascernhpuser1 testuser (Accepted), vascernhpuser2 testuser (Accepted), vascernhpuser8 testuser (Host) Scheduled: 13/Apr/2018 16:24 (Europe/Berlin) for 5 minutes	
Test video Join Meeting	
0	••
Add a comment	

7) Please try testing your video, either by clicking the "test video" button in the box or by going to this link: <u>https://cpms-training.ern-net.eu/video-testing</u>. There will be a pop-up asking you to allow the CPMS to access your camera and microphone. Click Allow.



If your camera/audio is properly functioning and there are no other technical difficulties* encountered you should receive the following message:

Reference Networks ERN Video Te	est
Testing video connection	
	Test completed successfully. No issues were detected with your hardware or connection
	Show results

*If you encounter any difficulties or the camera/audio test reveals any problems please contact the VASCERN CPMS helpdesk (please take a screen capture of any error message and send this to me also) so that they can be resolved before the meeting with the ERN IT team.

Please note: One problem that can be encountered is that your Google browser may be blocking the CPMS from having access to your camera and microphone.

Check your camera and microphone permissions in Chrome:

1. Click the camera icon in the right end of the browser address bar, it will show you whether the browser has access to your camera and microphone. If you have denied the browser permission to use your camera and microphone, it will look like this:

nicrophone.	been blocked from accessing your camera and	c
Always all camera ar Continue I	ow https://appear.in to access your nd microphone blocking camera and microphone	\leftarrow
access		
access Microphone:	Default	٥

You need to select "Always allow" so that it can access your camera and microphone.

B. STEPS TO JOIN MEETING:

 Repeat steps 1-3 in order to arrive at the panel where the meeting link can be found. Again, the meeting link will be found in the panel timeline (right column). It is often the last item in the timeline so you may have to scroll down.

			44 Invite Members	Schedule Meeting	Request Additional Data
4/Mar/2018 15:31 (Eu	rope/Brussels) by: unknown Edited: 14/Mar/2018 15:35 (Europe/Brussels) by: unknown		O Timeline		*
			Meeting: meeting time		2
* Nickname:	dfsd O		Description: now invited: vascern database (Invited), vascernhpuser2 testuser (Host) Scheduled: 11/sep/2018 17:10 (Europe/Brussels) for 10 minutes		
uired for this panel?	No				
s panel for the same a different episode?	No				Test video Join Meeting
st Description Short:	etzet				0
ion Request Reason:	Treatment				
Reason Description:	tretre		Add a comment		
Healthcare Provider:	DE32 - University Hospital Essen	1			

IMPORTANT: Please make sure that you have now completely closed the WebEx meeting window before trying to connect to the CPMS!

2) Once you are ready to connect to the meeting you simply need to click on "iain meeting"



3) A window should open in the bottom left corner of your screen!



Please note: If you have any issues during the meeting try closing your internet browser and reconnecting again.