



# MetabERN – CPMS 2.0 guide

## How to enroll a patient



## Add a new patient

1. Log in at <https://cpms2.ern-net.eu> using your EU login credentials
2. From the left-hand side menu, select **Add New Patient**

The screenshot shows the CPMS 2.0 - CARE dashboard. On the left, a sidebar menu includes 'Home', 'Patient Record', 'Add New Patient' (which is highlighted with a red box), 'Meetings', 'Supporting doc...', and 'Advanced search'. The main content area features a 'Welcome' message: 'Welcome Francesca D'Avanzo! Get ready to collaborate with clinicians across Europe to improve the diagnosis and treatment of rare diseases.' Below this, a 'Next meeting' section is shown with a 'View all' button. The top navigation bar includes the European Union flag, the user's name 'D'Avanzo Francesca', and icons for notifications and search.

3. Fill in the section related to patient's **consent** and patient's **identifying data** and proceed to the next page

The screenshot shows the 'Add new patient' form. The left sidebar is identical to the previous screenshot. The main form has a header 'Home > Add new patient' and a sub-header 'Add new patient'. It says 'Create a record for a patient who doesn't yet exist in the system'. Below this is 'Page 1 of 3'. The 'Consent for care' section is highlighted with a red arrow pointing to the 'Consent given \*' field. The field has a radio button for 'Yes' (unchecked) and one for 'No' (checked). Below this are two optional sections: 'OPTIONAL - Consent for education purposes' (radio buttons for 'Yes' and 'No') and 'OPTIONAL - Consent for inclusion in registries' (radio buttons for 'Yes' and 'No'). The footer of the form includes 'CPMS 2.0 - 1.67.1'.



Identifying data 

First Name \*  Last Name \*

Sex \*  Date of birth \*

Nationality \*



CPMS 2.0 - 1.67.1

4. The system proposes a default generated **nickname** for you, but feel free to modify it as per your preference. While selecting a nickname, please ensure that you validate it to confirm that it's not already in use. Select **healthcare provider**, **lead** (the person who is responsible for the patient in the system), **thematic area**, and **sub thematic area**. Please note that you

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System information

Nickname 

The nickname must be unique

This nickname is valid

Healthcare provider details

ERN \*

Lead \*    

Healthcare provider \*

Treatment country \*

CPMS area \*  

Please select a CPMS area, maximum 3 values

CPMS sub-area  

CPMS 2.0 - 1.67.1    



can remain the lead of the patient or you can chose as a lead any user that is allowed to enroll patients and belong to the same HCP as the patient. Click on the **Next** button to go to the overview page.

5. Review the overview page and confirm the patient creation, clicking on the **Add Patient** button

Home

Patient Record

**Add New Patient**

Meetings

Supporting docu...

Advanced search

Add new patient

Create a record for a patient who doesn't yet exist in the system

Page 3 of 3

Overview

Consent given *	Yes
Date of consent for Care *	08/10/2025
OPTIONAL - Consent for education purposes	No
Date of consent for Education	-
OPTIONAL - Consent for inclusion in registries	No
Date of consent for Inclusion	-
First Name *	Name
Last Name *	Surname
Date of birth *	21/03/2020
Sex *	Female
Nationality *	Italian
Nickname *	Mia Nell 923
ERN *	MetabERN
Healthcare provider *	Azienda Sanitaria Universitaria Friuli Centrale(ASUFC)
Treatment country *	Italy
Lead *	Francesca D'Avanzo
CPMS area *	Rare inherited metabolic diseases
CPMS sub-area	Lysosomal disorders (LSD)

CPMS 2.0 - 1.67.1

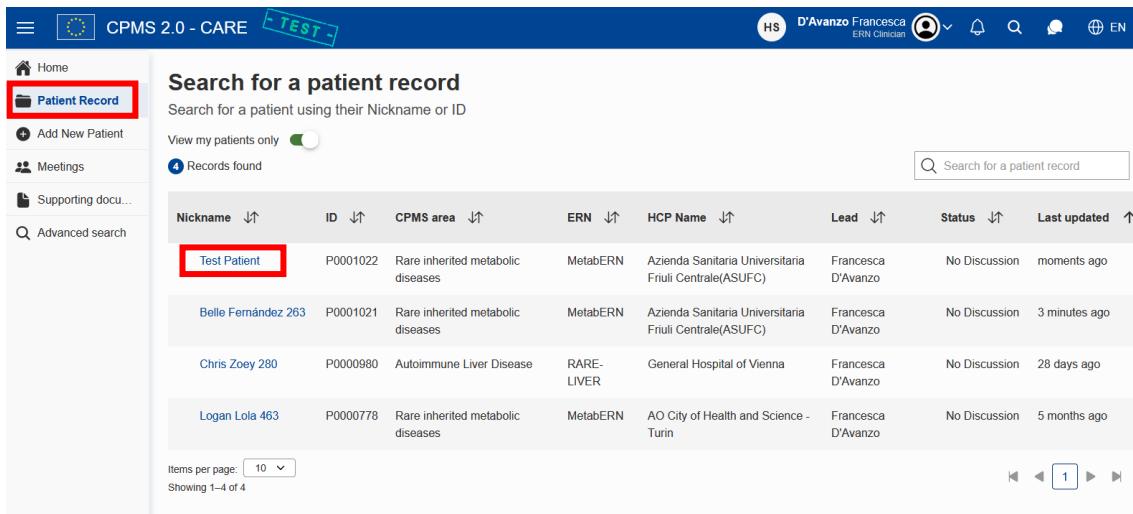
Cancel

Edit details

Add patient >

## Edit Patient's details and upload files to patient's record

1. To access the patient profile, go to the **Patient Records** page from the left-hand side menu, browse through the list of patients on the page and click on the patient nickname.



CPMS 2.0 - CARE - TEST -

HS D'Avanzo Francesca ERN Clinician

Home Patient Record Add New Patient Meetings Supporting docu... Advanced search

Search for a patient record

Search for a patient using their Nickname or ID

View my patients only

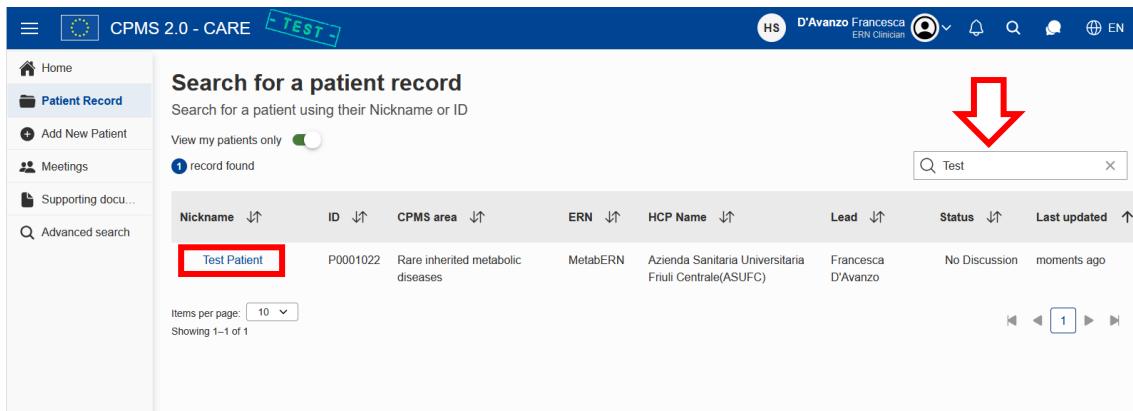
4 Records found

Nickname	ID	CPMS area	ERN	HCP Name	Lead	Status	Last updated
Test Patient	P0001022	Rare inherited metabolic diseases	MetabERN	Azienda Sanitaria Universitaria Friuli Centrale(ASUFC)	Francesca D'Avanzo	No Discussion	moments ago
Belle Fernández 263	P0001021	Rare inherited metabolic diseases	MetabERN	Azienda Sanitaria Universitaria Friuli Centrale(ASUFC)	Francesca D'Avanzo	No Discussion	3 minutes ago
Chris Zoey 280	P0000980	Autoimmune Liver Disease	RARE-LIVER	General Hospital of Vienna	Francesca D'Avanzo	No Discussion	28 days ago
Logan Lola 463	P0000778	Rare inherited metabolic diseases	MetabERN	AO City of Health and Science - Turin	Francesca D'Avanzo	No Discussion	5 months ago

Items per page: 10 ▾ Showing 1–4 of 4

1

As an alternative, you can search for the patient's name in the search bar at the top of the page.



CPMS 2.0 - CARE - TEST -

HS D'Avanzo Francesca ERN Clinician

Home Patient Record Add New Patient Meetings Supporting docu... Advanced search

Search for a patient record

Search for a patient using their Nickname or ID

View my patients only

1 record found

Nickname	ID	CPMS area	ERN	HCP Name	Lead	Status	Last updated
Test Patient	P0001022	Rare inherited metabolic diseases	MetabERN	Azienda Sanitaria Universitaria Friuli Centrale(ASUFC)	Francesca D'Avanzo	No Discussion	moments ago

Items per page: 10 ▾ Showing 1–1 of 1

1



2. Under the **Details** tab, click on the **Edit patient details** button, to modify patient's details and the associated thematic and sub-thematic area or to **Edit healthcare provider details** button to modify healthcare provider details.

The screenshot shows the 'Patient' record for 'Test'. The 'Details' tab is selected. In the bottom right corner of the main panel, the 'Edit patient details' button is highlighted with a red box. To the right, a separate panel titled 'Healthcare provider details' shows the ERN as MetabERN and the healthcare provider as Azienda Sanitaria Universitaria Friuli Centrale (ASUFC). The 'Edit healthcare provider details' button is also highlighted with a red box.

3. You can upload a file to the patient's record going to the **Files** tab and clicking on the **Upload** button.

The screenshot shows the 'Patient' record for 'Test'. The 'Files' tab is selected. In the bottom right corner of the main panel, the 'Upload' button is highlighted with a red box.

4. In the pop-up window, click on the **Choose file** button and choose the file you want to upload from your local system. CPMS 2.0 supports file upload, download and in-app viewers for various formats, including:

- medical images (DICOM - .dcm and .zip)
- PDF documents (.pdf)
- office files (.doc, docx, .ppt, .pptx)
- images (.jpg, jpeg, .png, .tiff, .bmp)
- videos (.mp4, .mov)

The following formats can only be uploaded and downloaded (no in app viewers): .avi, .eeg, .edf and .trc.



Please note that:

- you can zip several files and/or folder into a single zip file
- CPMS 2.0 carries out data anonymization during the upload process of DICOM files; this feature is not applied to other file formats.

Search for a record > Test Patient

### Upload File

Please note that only single file can be uploaded at once. If you need to attach Dicom you will need to zip the file upfront. [How to zip a file](#).

CPMS 2.0 system only allows certain file extensions [i](#)

Choose file Drag and drop file here

Please upload a file!

Here you can add details about this file:

File category

None

Investigation date

Select a date

Description

Please insert the file description here

By ticking this checkbox, you confirm that you \*  
have checked and manually removed all  
identifiable personal data from selected file(s),  
including comments & annotations.

Cancel Upload

5. Once the file is selected, you will be prompted to fill in **file details** such as file category, investigation date, and free-text description. Provide accurate information to enhance the context of the uploaded file. Check the disclaimer: “By ticking this checkbox, you confirm that you have checked and manually removed all identifiable personal data from selected file(s), including comments & annotations.”.
6. After completing the file details, press on the **Upload** button to initiate the upload process. A progress indicator will inform you about the status of the upload. Once the upload is successful, you will be redirected to the patient’s files tab. The newly uploaded file will be listed among the documents associated with the patient.



Search for a record > Test Patient

### Upload File

Please note that only single file can be uploaded at once. If you need to attach Dicom you will need to zip the file upfront. [How to zip a file.](#)

CPMS 2.0 system only allows certain file extensions [i](#)

Choose file  Drag and drop file here

 CPMS 2.0 FAQ V1.3.pdf 2.33 MB application/pdf [!\[\]\(5fc521b97cec0bff76d6780e6ecc46d7\_img.jpg\)](#)

**2.33 MB total size**

**Here you can add details about this file:**

<b>File category</b> <input type="button" value="PDF"/>	<b>Investigation date</b> <input type="text" value="08/10/2025"/> <input type="button" value=""/>
--	--

**Description**

By ticking this checkbox, you confirm that you **\***  
 have checked and manually removed all  
identifiable personal data from selected file(s),  
including comments & annotations.