Instructions to Add the PRB/PCN to Online RMS Help.

**Add PRB/PCN to Online RMS Help**

1. VPN to the Denver Network.
2. Connect to Denver Z Drive or **\\192.168.53.40\data**
3. Navigate to **Z:\EJS\DenverFTP\Public\InterActRMS-WebHelp**
	1. Upload new PRB/PCN PDF
4. Navigate to **Z:\EJS\DenverFTP\Public\InterActRMS-WebHelp\InterActOnlineRMS\_WebHelp\Content\Online RMS**
	1. Select to edit “**ProductReleaseBulletin.htm**” file using notepad+
	2. Copy top line under the InterAct RMS Product Release bulletin instructions and paste as new first line.
		1. Modify the reference the PDF document link to the name of the new document uploaded in step #2
		2. Modify the Description text to reference the appropriate version number.

**Update New version of Help Files**

1. Download the new version of Help from location provide by Christine (zip file).
2. VPN to the Denver Network.
3. Connect to Denver Z Drive or **\\192.168.53.40\data**
4. Navigate to **Z:\EJS\DenverFTP\Public\InterActRMS-WebHelp**
	1. Place the new Help zip file in this folder and unzip
5. Copy the **ProductReleaseBulletin.htm** file from **Z:\EJS\DenverFTP\Public\RMS-WebHelp\OnlineRMS\_WebHelp\Content\Online RMS\OnlineHelpAdditionalLinks** to the Online RMS folder in the new **Online RMS\OnlineHelpAdditionalLinks** folder in the **UG\_Help** folder that you unzipped.
6. Update links in the following Htm forms copied above to reference the new file names for the release. Edit using notepad++. Change the name of the reference PDF to the new PDF for the release
	1. **/Content/Online RMS/AdminGuide.htm**
		1. Modify this line <p class="Body"><a href="https://www.public-safety-cloud.net/public/RMS-WebHelp/OnlineRMS\_11\_7\_AdminGuide.pdf">Online RMS Administrator Guide</a>
	2. **/Content/Online RMS/NIBRS\_IncidentDataSubmission.htm**
		1. Modify this line <p class="Body"><a href="https://www.public-safety-cloud.net/public/RMS-WebHelp/NIBRSReporting\_11\_7\_UserGuide.pdf">NIBRS Incident Data Submission</a>
7. Rename the current **OnlineRMS\_WebHelp** folder to **OnlineRMS\_WebHelp-Old<Date>**
8. Rename the UG\_HELP folder to **OnlineRMS\_WebHelp and move to the RMS-WebHelp folder**
9. Clear your browser cache
10. Navigate to Online RMS Help via the Online RMS application and confirm the new help files display. Verify the new PRB is available and additional links for the RMS SaaS and InterDEx open the related content.