How to Include a New PRB/PCN Announcement in Online RMS Help.

Use the PCN or PRB word document template to revise for the new release.

**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\RMS-WebHelp**
	1. Upload new PRB/PCN PDF
		1. Follow the below naming convention
			1. Service Packs – PCN - **RMS11.10.3PCN.PDF**
			2. Major Releases – PRB - RMS11.11.0PRB
4. Navigate to **Z:\EJS\DenverFTP\Public\RMS-WebHelp\InterActOnlineRMS\_WebHelp\Content\Online RMS**
	1. Select to edit “**ProductReleaseBulletin.htm**” file using notepad+
	2. Copy the top line of the bulletin instructions for the InterAct RMS Product Release and paste it as the new first line. View prior entries for reference purposes.
		1. Modify the link to the release PDF to insert the name of the document uploaded in step #2
		2. Modify the description for the new line item to reference the appropriate version number.
5. Confirm by logging into Online RMS – Help – Accessing the PRB and opening the document.

Note: The full address for the ProductReleaseBulletin.htm is:

Z:\EJS\DenverFTP\Public\RMS-WebHelp\OnlineRMS\_WebHelp\Content\Online RMS\OnlineHelpAdditionalLinks