**Update New version of Help Files**

1. Download the new version of Help (zip file), NIBRS PDF, Admin, and User guides from the link provided by the Technical Writer (Phil).
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\RMS-WebHelp**
   1. Copy the NIBRS PDF, Admin, and User guides to the **RMS-WebHelp** the Place the new Help zip file in this folder and unzip
   2. Name the files to include the version number.
      1. OnlineRMS\_11\_11\_NIBRSReporting.pdf
      2. OnlineRMS\_11\_11\_AdminGuide.pdf
      3. OnlineRMS\_11\_11\_UserGuide.pdf
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. Copy the **RMSSaas.htm** file from **Z:\EJS\DenverFTP\Public\RMS-WebHelp\OnlineRMS\_WebHelp\Content\Online RMS\OnlineHelpAdditionalLinks** in the **UG\_Help** folder to the **Z:\EJS\DenverFTP\Public\InterActRMS-WebHelp\InterActOnlineRMS\_WebHelp\Content\Online RMS** (This is an old folder structure referenced in several contract documents. The update RMSSaaS htm needs to reside in this location to be accessible from the web).
7. 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. We do not make the PDF version of the user guide is not accessible for download from Help at this time.
   1. **/Content/Online RMS/OnlineHelpAdditionalLinks/AdminGuide.htm**
      1. Modify this line <p class="Body"><a href="https://www.public-safety-cloud.net/public/RMS-WebHelp/OnlineRMS\_11\_11\_AdminGuide.pdf">Online RMS Administrator Guide</a>
   2. **/Content/Online RMS/ OnlineHelpAdditionalLinks/NIBRS\_IncidentDataSubmission.htm**
      1. Modify this line <p class="Body"><a href="https://www.public-safety-cloud.net/public/RMS-WebHelp/NIBRSReporting\_11\_11\_UserGuide.pdf">NIBRS Incident Data Submission</a>
8. Rename the current **OnlineRMS\_WebHelp** folder to **OnlineRMS\_WebHelp-Old<Date>**
9. Rename the UG\_HELP folder to **OnlineRMS\_WebHelp and move to the RMS-WebHelp folder**
10. Clear your browser cache
11. 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.