

RPMS Recording and Material Library User Guide

The RPMS Recording and Material Library is the Indian Health Service (IHS) Office of Information Technology (OIT) platform which contains OIT sponsored and hosted training recordings and course materials. The library is designed with a robust search functionality to search for recordings and materials by Major Initiative, Role, RPMS Application, keywords, title, and/or date.

Access the RPMS Recording and Material Library:

1. Navigate to IHS RPMS Training Webpage : <https://www.ihs.gov/rpms/training/>.
2. Click on **RPMS Recording and Material Library** (<https://www.ihs.gov/rpms/training/recording-and-material-library/>)
3. Enter your IHS webpage username and password and click **Login**.

Note: Use the **Forgot Password** or **Register** hyperlinks on the screen, if needed.

The screenshot shows the login interface for the RPMS Recording and Material Library. On the left, there is a sidebar menu for the 'Resource and Patient Management System (RPMS)' with various navigation options. The main area features a login form with 'Username' and 'Password' fields, a 'Forgot Password? or Register' link, and a 'Login' button. A prominent red warning banner is visible below the login fields, containing a warning icon and text regarding privacy and security notices.

Figure 1: IHS webpage login screen

Search the RPMS Recording and Material Library:

1. Once successfully logged in using the steps above, you can search the library.
2. You must select at least one category by using the check box:

Notes: All COVID-19 related trainings are listed under Major Initiative.

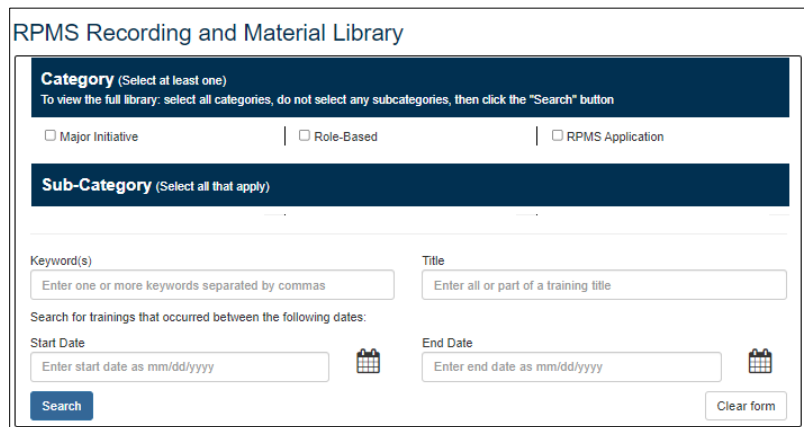
Selecting multiple categories will expand your results.

- **Subcategory** will appear below each selected Category and allows for the selection of specific Major Initiatives, Roles, and RPMS Applications.
- **Keyword(s)** are partial titles, acronyms, and training topics (i.e., Lab or LR).
- **Title** is the full name of the course (i.e., Hospital Pharmacy Informaticist - Inpatient Reports).

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- **Start Date** and **End Date** is an opportunity to enter a range of dates. If the end-user knows the course took place on a certain day or week, this is a good way to narrow the results.

3. Click **Search**.



The screenshot shows the search interface for the RPMS Recording and Material Library. At the top, there is a dark blue header with the text "Category (Select at least one)" and a sub-instruction: "To view the full library: select all categories, do not select any subcategories, then click the 'Search' button". Below this are three radio button options: "Major Initiative", "Role-Based", and "RPMS Application". A second dark blue header reads "Sub-Category (Select all that apply)". The main search area includes a "Keyword(s)" field with the placeholder "Enter one or more keywords separated by commas" and a "Title" field with the placeholder "Enter all or part of a training title". Below these is a section for date selection: "Search for trainings that occurred between the following dates:", with "Start Date" and "End Date" fields, each with a calendar icon and the placeholder "Enter start date as mm/dd/yyyy". At the bottom left is a blue "Search" button, and at the bottom right is a "Clear form" button.

Figure 2: RPMS Recording and Material landing page

Troubleshooting Common Issues:

If experiencing issues related to playback of videos, try the following:

1. Clear the browser history, cache, and cookies, then close your browser completely and renavigate to the RPMS Recording and Library to search for and launch the desired recording.
2. Utilize Google Chrome browser.
3. If already using Google Chrome and issues are persisting, switch to Microsoft Edge.

If YouTube video quality appears grainy:

1. Click the gear icon on the lower right side of the video player.
2. Select **Quality**.
3. Change to highest quality, **720p**.