The RPMS Behavioral Health System v4.0 GUI
Connection Setup Guide

Before the first login to the RPMS BHS v4.0 GUI, a connection to the server must be set up. Follow these steps to set up a new connection.

1. Double-click the **RPMS Behavioral Health System** icon (Figure 1) on the desktop to display the **RPMS Behavioral Health System Login** dialog box, as shown in Figure 2.

![Figure 1: RPMS Behavioral Health System desktop icon](image1.png)

![Figure 2: RPMS Behavioral Health Login dialog box](image2.png)

2. In the **RPMS Behavioral Health System Login** dialog box, click the arrow next to the **RPMS Server** drop-down list and select “Click to edit connections” to open the **RPMS Server Connection Management** dialog box, as shown in Figure 3.

![Figure 3: RPMS Server Connection Management dialog box](image3.png)
3. In the **RPMS Server Connection Management** dialog box, click **New** to open the **Edit RPMS Server Connection** dialog box, as shown in Figure 4.

![Edit RPMS Server Connection dialog box](image)

Figure 4: **Edit RPMS Server Connection** dialog box

The RPMS site manager must provide the preferred name of the connection and the server address/name, port, and namespace to complete this dialog box.

**Important:** Do not check the **Use Windows Authentication** box. Do not click the **Test Connection** button.

4. When all of the fields in the dialog box have been completed, click **OK** to return to the **RPMS Server Connection Management** dialog box, and then click **Save** to return to the **RPMS Behavioral Health System Login** dialog box.

5. If the newly created connection name is not selected in the **RPMS Server** list, use the drop-down list to select it.

6. Type the RPMS Access and Verify codes in the **Access Code** and **Verify Code** fields, and then click **OK** to log in to the RPMS BHS GUI.