

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

Before the 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

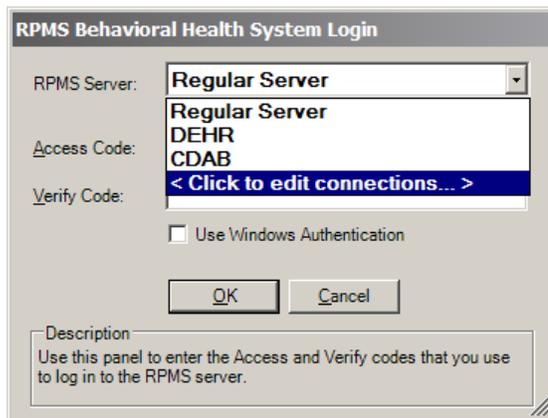


Figure 2: **RPMS Behavioral Health System Login** dialog box

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.

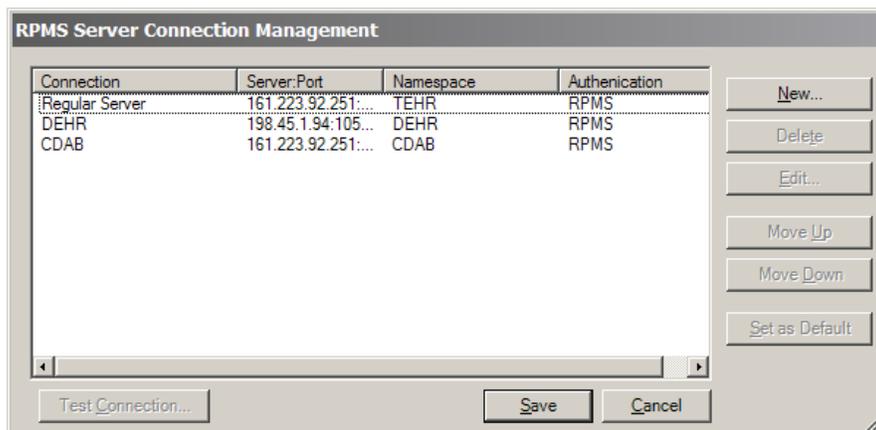


Figure 3: **RPMS Server Connection Management** dialog box

Note: Unlike the example in Figure 3, your dialog box will not contain any entries in the list of connections.

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.

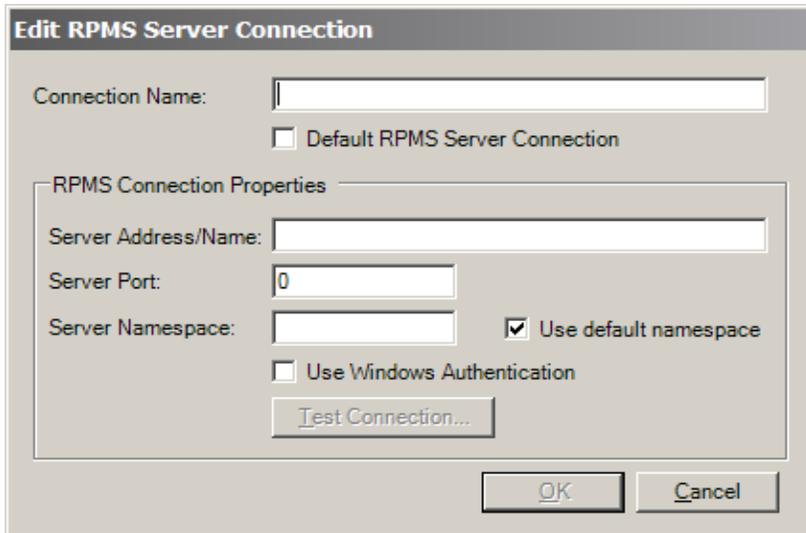


Figure 4: **Edit RPMS Server Connection** dialog box

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.