

Welcome SCPRS

Procurement Division, DGS

DATE

Links on the Welcome Page

The first page you will see after successfully logging into the system is the Welcome screen shown below.



The gray area on the left of this screen and its links are available to the user throughout the SCPRS. From this gray area you can click on links to take you to a number of different places. Referring to the numbers in the comment boxes on the screen shown above, you can do the following from this first page:

1. The middle of the page provides links to allow the user to [Add Contract](#) or [Add Amendment](#) to a contract that has previously been entered into SCPRS. You can only add an amendment if the contract has already been entered into SCPRS. If the contract was never added, you will not be able to add an amendment. **You must first add a contract before you can add an amendment to that contract.** See Sections 3 and 4 for detailed information.
2. The left side of the page also contains links to add or amendment a contract. Additional links take you to the [Home Page](#) (this is the screen shown above), the [Reports](#) area, the [Change Password](#) screen, the [Help](#) manual and to [Log-Off](#).
3. *Quick Links* on the left side of the screen will take the user to Procurement's Division Internet pages for [CMAS](#) and [Small Business](#).
4. Also, there are links in the gray area to permit feedback from users to the SCPRS staff, to view announcements from SCPRS to the users; and to send an email to SCPRS staff with any questions, concerns, or comments.

Additional User Guide Sections

For additional information on the following links, go to the User Guide section indicated.

Add Contract	Section 3
Add Amendment	Section 4
Reports	Section 5
Change Password	Section 1

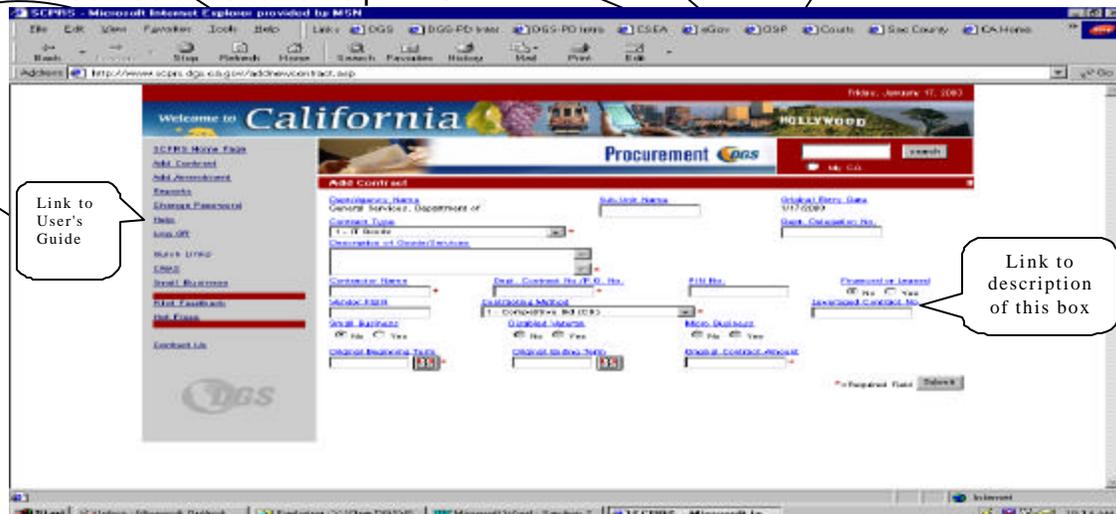
Help Assistance

There are a number of help sources in the SCPRS system to assist the user. If you have suggestions on improving the system, please send us an email. We welcome and encourage your input.

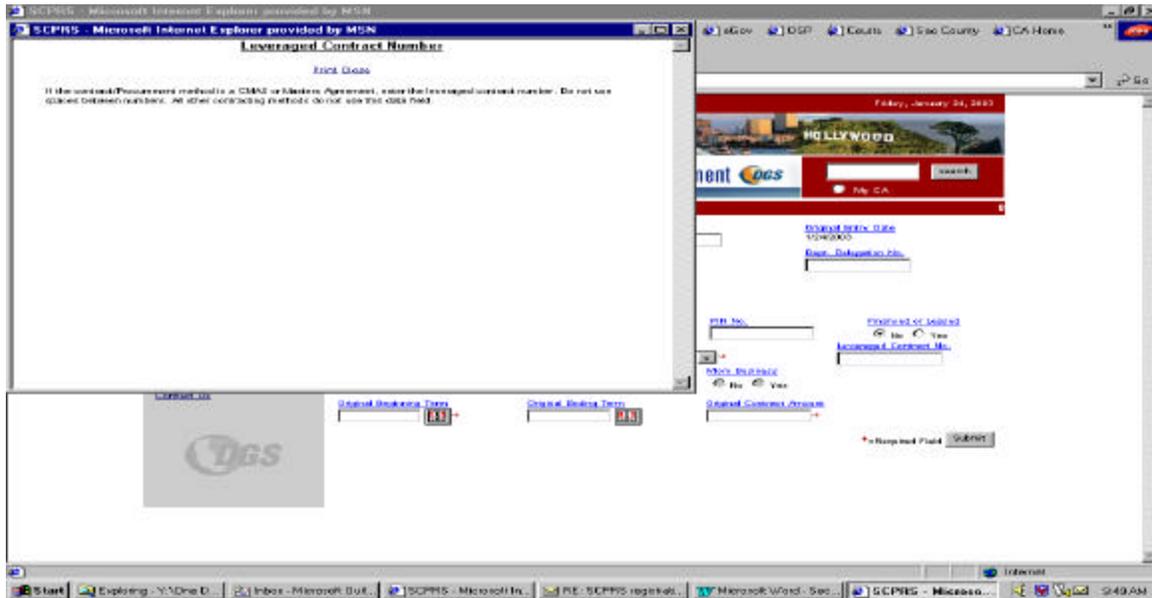
The user has the following help support options available.

- Links are provided in a number of different screens within SCPRS to allow the user to easily and quickly send an email to the SCPRS staff. There is also a [Contact Us](#) link in the gray area on the left of each screen throughout the system.
- *A User's Manual.* This manual can be viewed on screen in sections and can be printed in sections or in whole on your own printer. A click on the [Help](#) link will open a new page with the User's Manual table of contents. A click on any of the sections will open that section only. To print the manual, use your normal settings and method of printing from your Browser software. If you need further assistance, please contact your department/agency's computer support or Help Desk staff.
- Each screen will offer its own help information for each piece of data on that screen. There is a blue link directly above *each individual box* (see below). This link will open a window that contains a description of that box. Those boxes that include a drop down list of choices will also include a short description of each choice.

The screen below shows help links:



Below is an example of a description window for the **Leveraged Contract No.** box.



Note: To open a second help box in SCPRS, you must first click on the close this information window. If you do not close this window, you can still continue in the SCPRS screens, but the window remains open and may affect the performance of the system. Either click on the small 'X' in the far right top of the help window or click on the blue [Close](#) link near the top of the screen.

Go to Section 2a to continue the **Welcoming** part of the User Manual