

**Section 2a**  
**Welcome (continued)**  
**SCPRS**  
**July 1 2003**

**CMAS and Small Business links**

If you click on the link for CMAS or Small Business in the gray area on the left side of the screen you will be taken to Procurement Division's (PD) separately maintained web site for these programs. You will not actually leave the SCPRS system, but the new web site will appear to sit on top of the SCPRS screen in a smaller window. This is to ensure that you do not have to log back into the SCPRS when you are done with these PD sites. Once at the CMAS or Small Business web sites, you can browse and search for any information that is normally available at those sites.

To return to SCPRS simply close the PD window sitting on top of the SCPRS window by clicking on the small 'X' in the farthest top right corner of the PD window. See the screen below. (Contact your department's computer support or Help Desk if you need further assistance with closing Browser windows.)



**Request Correction/Feedback**

The [Request Correction/Feedback](#) link on the left of the screen permits the user to submit problems and questions to the SCPRS staff in addition to data corrections of previously entered data. Once contract and amendment data is submitted to SCPRS the user cannot change the data themselves but must enter a data change request to SCPRS through this screen.

SCPRS - Feedback Comments/Request for Correction

Thank you for taking the time to give us feedback on the SCPRS web site. Please complete the form below and in your comment section please include any changes to the contract/amendment and a reason for the change.

My comment concerns:

Feedback

Request for Correction

First Name (Required)

Last Name (Required)

Contact Phone Number (Required)

Contract Registration Number (Required for corrections)

Comments/Reason for Correction

Max Length = 500 Characters

Submit

1. Select one of first two items to indicate that your message contains either feedback or is a request for corrections to be made.
2. Type in your name, email address and phone number.
3. If data correction is being requested, enter the SCPRS Contract Registration Number.
4. Use the Comments box to type in your message. Data changes must include the reason for the change. Comments are limited to 500 characters, so be as concise as possible.
5. Remember to click on the gray **Submit** button after you are done.
6. A thank you screen will appear when your message has been successfully sent. Click on the small 'X' in the top right corner to close this thank you window.

## SCPRS - Hotfixes

This link will take you to a screen that displays announcements that are of interest to the user. Check this link often to stay informed on fixes, new features or important messages. To close this announcement window click on the gray **Back** button on the top left corner of the browser window.

California

HOLLYWOOD

Procurement DGS

My CA

SCPRS - Hotfixes

This page contains the latest hotfixes to the application that can be viewed for informational purposes by our customers.