

Section 2a
Welcome (continued)
SCPRS
May 5, 2003

CMAS and Small Business links

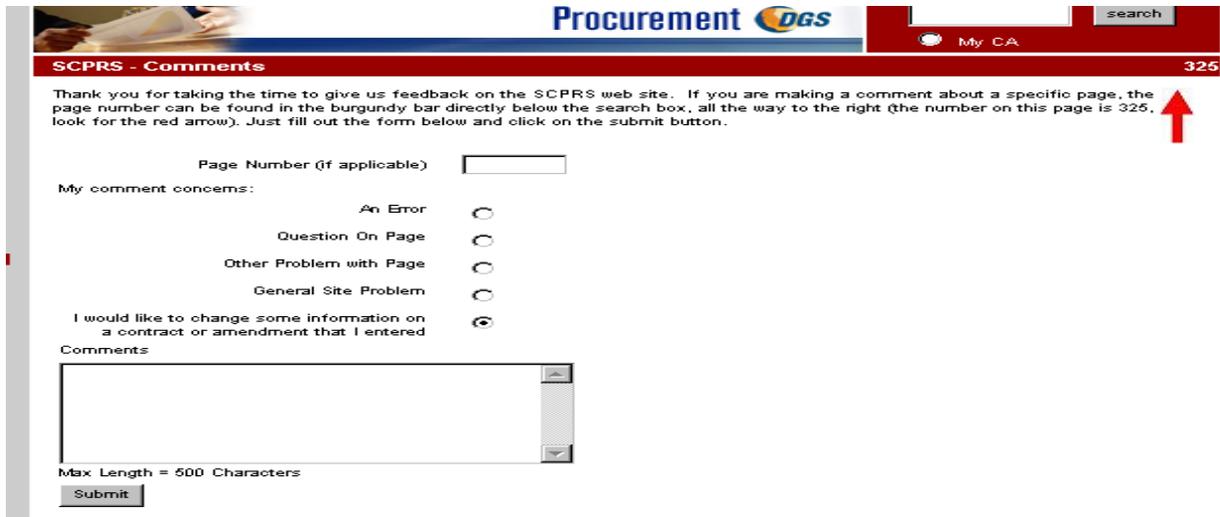
If you click on the link for CMAS or Small Business in the gray area on the left side of the screen you will be taken to Procurement Division's (PD) separately maintained web site for these programs. You will not actually leave the SCPRS system, but the new web site will appear to sit on top of the SCPRS 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.)



Feedback

The [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.



1. The screen above provides a quick and easy means for the user to submit requests. If your concern is specific to a particular page number, type in that page number in the first box on the screen. **Note:** The screen below contains a large red arrow to show where the page number on any single screen is located. Not all screens will have a page number. The page number is 325 on the sample screen above.
2. Click on one of the topics, such as 'Other Problem with Page' or 'General Site Problem'.
3. Use the Comments box to type in your message. Comments are limited to 500 characters, so be as concise as possible.
4. Remember to click on the gray **Submit** button after you are done.
5. 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.

