

Section 2 Welcome SCPRS

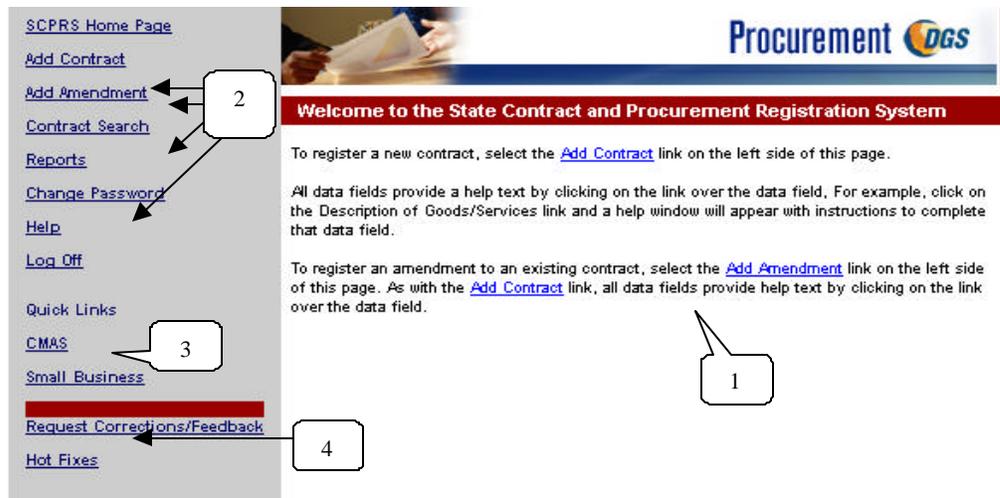
Procurement Division, DGS
July 1 2003

This Users Manual is written for the Agency (or Department) User. This user can enter and view agency level contract/amendment data. They can also generate reports for their agency/department and their sub agencies/departments based on the Department of Finance's Uniform Code Manual (refer to section 3a for information on these codes).

If you have a need for permissions other than those presented above, such as, to view the data only or to delegate the procurement to a department other than your own, please contact the SCPRS Administrator concerning different User types.

Links on the Welcome Page

The first page you will see after successfully logging into the system is the Welcome screen SCPRS Home Page shown below. The gray area on the left of this screen has links to take you to a number of different places and are available throughout your navigation in the SCPRS.



Referring to the numbers in the comment boxes in the screen 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\(s\)](#) to a contract that has previously 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 amend a contract. Additional links take you to the [SCPRS Home Page](#) (this is the screen shown above), [Contract Search](#), [Reports](#), the [Change Password](#) screen, the [Help](#) manual and also permit you to [Log Off](#).
3. *Quick Links* on the left side of the screen will take the user to Procurement Division's Internet pages for [CMAS](#) and [Small Business](#).
4. Additionally, there are links in the gray area to permit [Request Corrections/Feedback](#) from users to the SCPRS staff and to view announcements ([Hot Fixes](#)) from SCPRS to the users.

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

Change Password - Section 1

Add Contract - Section 3

Add Amendment - Section 4

Reports - Section 5

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 let us know. We welcome and encourage your input.

The user has the following help support options available.

- A [Request Corrections/Feedback](#) link in the gray area on the left of each screen throughout the system is available for the user to send questions and concerns to the SCPRS staff. **Note:** Go to this section to request changes to any data previously entered for a contract or amendment along with reasons for data change. This process provides an audit trail for any changes made to the data once entered by the user.
- *A User's Manual.* This manual can be viewed on screen, printed or saved to your own computer. A click on the [Help](#) link in the gray area on any screen will open a new page with the User's Manual table of contents. A click on any of the sections highlighted in blue text will open that section only. To print that section of the manual that appears on your screen, use your normal settings and method of printing from your Browser software.

Near the bottom of the screen are two links that allow you to download the entire manual in a PDF format or a ZIP format (a smaller file than PDF). The entire manual can then be printed at one time from the PDF file or after the zip file has been downloaded and unzipped in PDF format. (If you need further assistance, please contact your department/agency's computer support or Help Desk staff.)

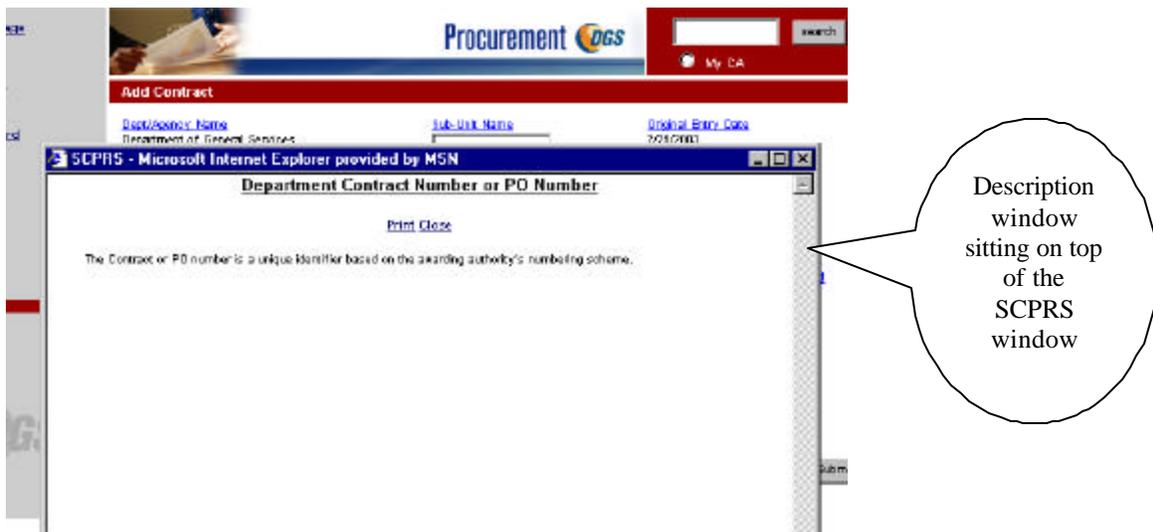
- Each screen has its own help information for each piece of data on that screen. There is a blue link directly above *each individual box* (see below). This link will open a window that contains a description of the data for that box. The screen below shows these links.

The screenshot shows the 'Add Contract' form in the SCPRS system. The form includes fields for:

- Dept./Agency Name: Department of General Services
- Contract Type: 1 - IT Goods
- Description of Goods/Services: (with a callout 'Link to description of this box')
- Contractor Name
- Vendor FEIN
- Small Business: (radio buttons for No/Yes)
- Original Beginning Term
- Original Ending Term
- Original Contract Amount
- Sub-Unit Name
- Original Entry Date: 2/11/2003
- Dept. Delegation No.
- Contracting Method: 1 - Competitive Bid (CB)
- Disabled Veteran: (radio buttons for No/Yes)
- Micro Business: (radio buttons for No/Yes)
- FIN No.
- Financed or Leased: (radio buttons for No/Yes)
- Leveraged Contract No.

 A sidebar on the left contains navigation links such as 'SCPRS Home Page', 'Add Contract', 'Reports', 'Help', 'Log Off', 'Quick Links', 'CMAS', 'Small Business', 'Feedback', and 'Hot Fixes'. A callout 'Link to User's Guide' points to the 'Help' link. A 'Submit' button is located at the bottom right.

Below is an example of a description window for the **Department Contract Number or PO Number**.



Note: To open a second help box in SCPRS, you must first close this description window. If you do not close this window, you can still continue, but the description windows remain 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 Close link in the top middle of the description screen next to the Print link.

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