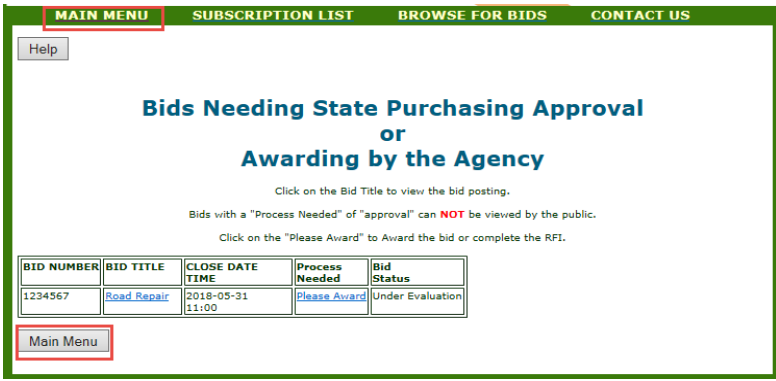

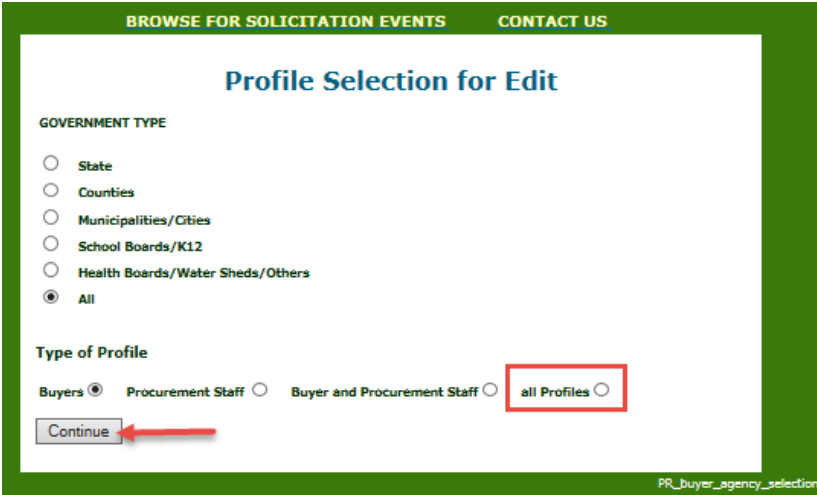
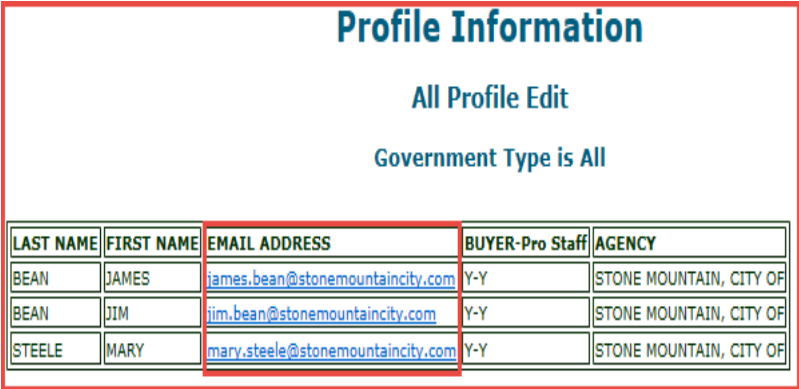





Quick Reference Guide Georgia Procurement Registry

Edit New Buyer/Procurement Staff in Georgia Procurement Registry (GPR)

Step #	Action
1.	Login to GPR. Link: https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp
2.	Click on 'Main Menu'. (Upper left corner or bottom left corner)
	
3.	Click on 'Edit Buyer or Procurement Staff Profile' under 'Buyer Information'.
	

Step #	Action																				
4.	<p>To retrieve the entire list of users under particular agency, click on 'all Profiles' for 'Type of Profile' and click on 'Continue'.</p> 																				
5.	<p>Click on email link for desired user to edit the profile. Edit buyer- procurement staff profile page will open up.</p>  <table border="1" data-bbox="480 1066 1256 1213"> <thead> <tr> <th>LAST NAME</th> <th>FIRST NAME</th> <th>EMAIL ADDRESS</th> <th>BUYER-Pro Staff</th> <th>AGENCY</th> </tr> </thead> <tbody> <tr> <td>BEAN</td> <td>JAMES</td> <td>james.bean@stonemountaincity.com</td> <td>Y-Y</td> <td>STONE MOUNTAIN, CITY OF</td> </tr> <tr> <td>BEAN</td> <td>JIM</td> <td>jim.bean@stonemountaincity.com</td> <td>Y-Y</td> <td>STONE MOUNTAIN, CITY OF</td> </tr> <tr> <td>STEELE</td> <td>MARY</td> <td>mary.steele@stonemountaincity.com</td> <td>Y-Y</td> <td>STONE MOUNTAIN, CITY OF</td> </tr> </tbody> </table>	LAST NAME	FIRST NAME	EMAIL ADDRESS	BUYER-Pro Staff	AGENCY	BEAN	JAMES	james.bean@stonemountaincity.com	Y-Y	STONE MOUNTAIN, CITY OF	BEAN	JIM	jim.bean@stonemountaincity.com	Y-Y	STONE MOUNTAIN, CITY OF	STEELE	MARY	mary.steele@stonemountaincity.com	Y-Y	STONE MOUNTAIN, CITY OF
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6.	<p>Make necessary changes and click on 'Edit Profile' to save changes.</p>																				

Step #	Action
	<div data-bbox="495 142 1149 793" style="border: 1px solid red; padding: 5px;"> <p style="text-align: center;">Edit Buyer - Procurement Staff Profile</p> <p>Edit Profile </p> <p>** Denotes mandatory data.</p> <p>First Name: ** James <input type="text"/></p> <p>Initial: L <input type="text"/></p> <p>Last Name: ** Bean <input type="text"/></p> <p>User Title: ** Procurement Officer <input type="text"/></p> <p>Phone Number: ** 404 111 1111 <input type="text"/></p> <p>Fax Number: <input type="text"/></p> <p>Current Email Address: ** james.bean@stonemountaincity.com <input type="text"/></p> <p>Manager's Name: Mary Steele <input type="text"/></p> <p>Manager's Phone: 404 422 2222 <input type="text"/></p> <p>Address: ** 111 Stone Drive <input type="text"/></p> <p>Address2: <input type="text"/></p> <p>City: ** Stone Mountain <input type="text"/></p> <p>State: ** GA <input type="text"/></p> <p>Zip: ** 30038 <input type="text"/></p> <p>Entity Code/Name: ** STONE MOUNTAIN, CITY OF <input type="text"/></p> <p>Security Type: ** 6 <input type="text"/> GPR Security Roles</p> <p>Buyer <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Procurement Staff <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Edit Profile </p> <p>Return To Menu</p> </div>
7.	<p>Click 'OK' on the warning message displayed to verify user's security level.</p> <div data-bbox="472 852 1284 1140" style="border: 1px solid red; padding: 5px;"> <p>Message from webpage X</p> <p> Verify if the Security Level is accurately assigned for each procurement staff based on the security role's description</p> <p style="text-align: right;"> <input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>
8.	<p>System will provide on screen confirmation.</p> <div data-bbox="482 1234 1300 1415" style="border: 1px solid green; padding: 5px;"> <p style="text-align: center;">Buyer - Procurement Staff Database Maintenance Results</p> <p>The update was successful.</p> <p style="text-align: center;">Return to Menu</p> </div>
End	