

## 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)			
	MAIN MENU       SUBSCRIPTION LIST       BROWSE FOR BIDS       CONTACT US         Help       Bids Needing State Purchasing Approval or Awarding by the Agency       Or Awarding by the Agency         Click on the Bid Title to view the bid posting.       Bids with a "Process Needed" of "approval" can NOT be viewed by the public.         Click on the "Plasse Award" to Award the bid or complete the RFI.         BID NUMBER       BID TITLE         CLOSE DATE       Process         Bids Status         1234567       Read Repair         Dile-05-31       Plasse Award         Main Menu			
3.	Click on 'Edit Buyer or Procurement Staff Profile' under 'Buyer Information'.  BUYER INFORMATION  Edit Your Profile, Add Buyer or Procurement Staff Profile, Edit Buyer or Procurement Staff Profile, Deactivate a Buyer or Procurement Staff Profile, Reactivate a Buyer or Procurement Staff Profile,			

Step #	Action						
4.	To retrieve the entire of Profile' and click of	retrieve the entire list of users under particular agency, click on 'all Profiles' for 'Type Profile' and click on 'Continue'.					
		BROWSE FOR SOLICITATION EVENTS CONTACT US					
		Profile Selection for Edit					
	GOVER	NMENT TYPE					
	0 s	itate					
		Counties Aunicipalities/C	ities				
	0 5	chool Boards/M	(12				
	•	lealth Boards/V	vater Sneds/Otners				
	Туре с	f Profile					
	Buyers	Procurer	nent Staff O Buyer and Procurement	staff all Profi	les O		
	Conti	nue 🚽	_				
					PR_buyer_agency_se	ection	
5.	Click on email link fo profile page will ope	mail link for desired user to edit the profile. Edit buyer- procurement staff ge will open up.					
		Profile Information All Profile Edit					
	Government Type is All						
	LAST NAME	FIRST NAME	EMAIL ADDRESS	BUYER-Pro Staff	AGENCY		
	BEAN	JAMES	james.bean@stonemountaincity.com	Y-Y	STONE MOUNTAIN, CITY OF		
	BEAN	MIC	jim.bean@stonemountaincity.com	Y-Y	STONE MOUNTAIN, CITY OF		
	STEELE	MARY	mary.steele@stonemountaincity.com	Y-Y	STONE MOUNTAIN, CITY OF		
6.	Make necessary chai	nges an	d click on 'Edit Profil	e' to save	changes.		

Step #	Action				
	Edit Buyer - Procurement Staff Profile				
	Edit Profile				
	** Denotes mandatory data				
	First Name: ** .lames				
	Initial:				
	Last Name: ** Bean				
	User Title: ** Procurement Officer				
	Phone Number: ** 404 111 1111				
	Fax Number:				
	Address:				
	Manager's Name: Mary Steele				
	Address: ** 111 Stone Drive				
	Address2:				
	City: ** Stone Mountain				
	State: ** GA				
	Zip: ** 30038				
	Entity Code/Name: ** STONE MOUNTAIN, CITY OF Security Type: ** 6				
	6Agency Manager ✓ GPR Security Roles				
	Buyer  (e) Yes  No Procurement Staff				
	Edit Profile				
	Return To Menu				
7.	Click 'OK' on the warning message displayed to verify user's security level.				
	Message from webpage				
	Verify if the Security Level is accurately assigned for each procurement staff based on the security role's description				
	OK Cancel				
8.	System will provide on screen confirmation.				
	Buyer - Procurement Staff Database Maintenance				
	Results				
	The undetermine successful				
	The update was successful.				
	Return to Menu				
	End				