



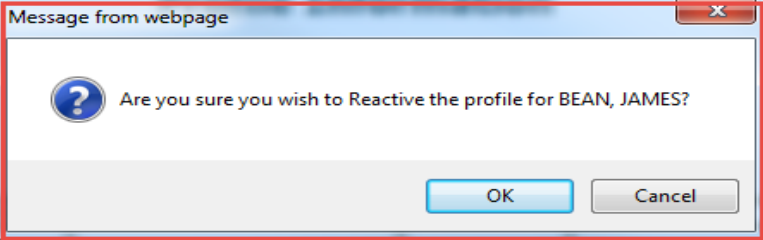
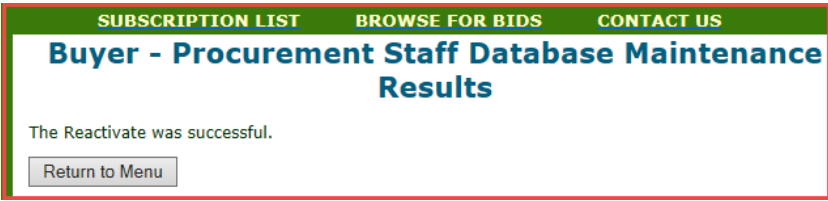


## Quick Reference Guide Georgia Procurement Registry

### Reactivate Buyer/Procurement Staff in Georgia Procurement Registry (GPR)

Step #	Action
1.	Login to GPR. Link: <a href="https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp">https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp</a>
2.	Click on 'Main Menu'. (Upper left corner or bottom left corner)
	
3.	Click on 'Reactivate a Buyer or Procurement Staff Profile' under 'Buyer Information'.
	
4.	To retrieve the entire list of users under particular agency, click on 'all Profiles' for 'Type of Profile' and click on 'Continue'.
	

Step #	Action
5.	<p>Select button next to appropriate user and click on 'Reactivate Profile'.</p>  <p>The screenshot shows a web interface with a green header containing 'MAIN MENU', 'BID MENU', 'BROWSE FOR BIDS', and 'CONTACT US'. Below the header are 'Help' and 'Return To Menu' buttons. The main content area is titled 'Profile Information' and 'All Profile Reactivation' with a note 'Government Type is All'. A 'Reactivate Profile' button is highlighted with a red arrow. Below this is a table with columns: SELECT, LAST NAME, FIRST NAME, EMAIL, BUYER-Pro Staff, and AGENCY. The table contains three rows: 'Non Selected' (selected), 'BEAN, JAMES' (with email james.bean@stonemountaincity.com), and 'PEET, GARY' (with email mayor@stonemountaincity.org). A second 'Reactivate Profile' button is also highlighted with a red arrow. At the bottom is another 'Return To Menu' button.</p>
6.	<p>Click 'OK' on warning message.</p>  <p>The screenshot shows a dialog box titled 'Message from webpage' with a close button (X) in the top right corner. Inside the dialog, there is a question mark icon and the text 'Are you sure you wish to Reactivate the profile for BEAN, JAMES?'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.</p>
7.	<p>System will show on screen confirmation of reactivation.</p>  <p>The screenshot shows a confirmation page with a green header containing 'SUBSCRIPTION LIST', 'BROWSE FOR BIDS', and 'CONTACT US'. The main heading is 'Buyer - Procurement Staff Database Maintenance Results'. Below the heading, the text reads 'The Reactivate was successful.' and there is a 'Return to Menu' button at the bottom.</p>
	<p><b>End</b></p>