

State of Illinois  
CMS / BCCS  
Procurement Communication  
Reporting System  
pcrs.illinois.gov

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Configure Your Profile

Over the past few months that the Procurement Communications Reporting System (PCRS) has been live, we have received many valid and thoughtful recommendations to make the system more user-friendly. Configuring Your Profile will alleviate redundant data entry for you in that user-specific information will be retained and auto-populated. An additional feature, "Lookup Participant", will allow you to search and select other State employees who may also be contributors or recipients of the conversation to auto-populate their information. It must be noted that this feature is only usable if the other State employee has updated his profile information.

Please enter your profile information to use the enhanced features.

Your Profile

First Name (Required)	Will
Last Name (Required)	Blount
Name Suffix (e.g., Sr., Jr., III)	
Job Title (Required)	
Representing (Required)	
Location (Required)	
Telephone Number (Required)	
Email Address (Required)	Will.Blount@Illinois.gov
Agency (Required)	- Choose an Agency -

Save

Click the SAVE button to save the modifications made to the Participant data.

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On your first log-in after the system update, you will be presented with the screen above, asking you to enter your profile information.

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Governor Pat Quinn

Configure Your Profile

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**Please enter your profile information to use the enhanced features.**

**Your Profile**

First Name (Required)	Will
Last Name (Required)	Blount
Name Suffix (e.g., Sr., Jr., III)	
Job Title (Required)	Analyst
Representing (Required)	PPB
Location (Required)	511 W. Capitol Avenue, Suite 102 Springfield, IL 62704
Telephone Number (Required)	217-785-3988
Email Address (Required)	Will.Blount@Illinois.gov
Agency (Required)	PPB - Procurement Policy Board

Save

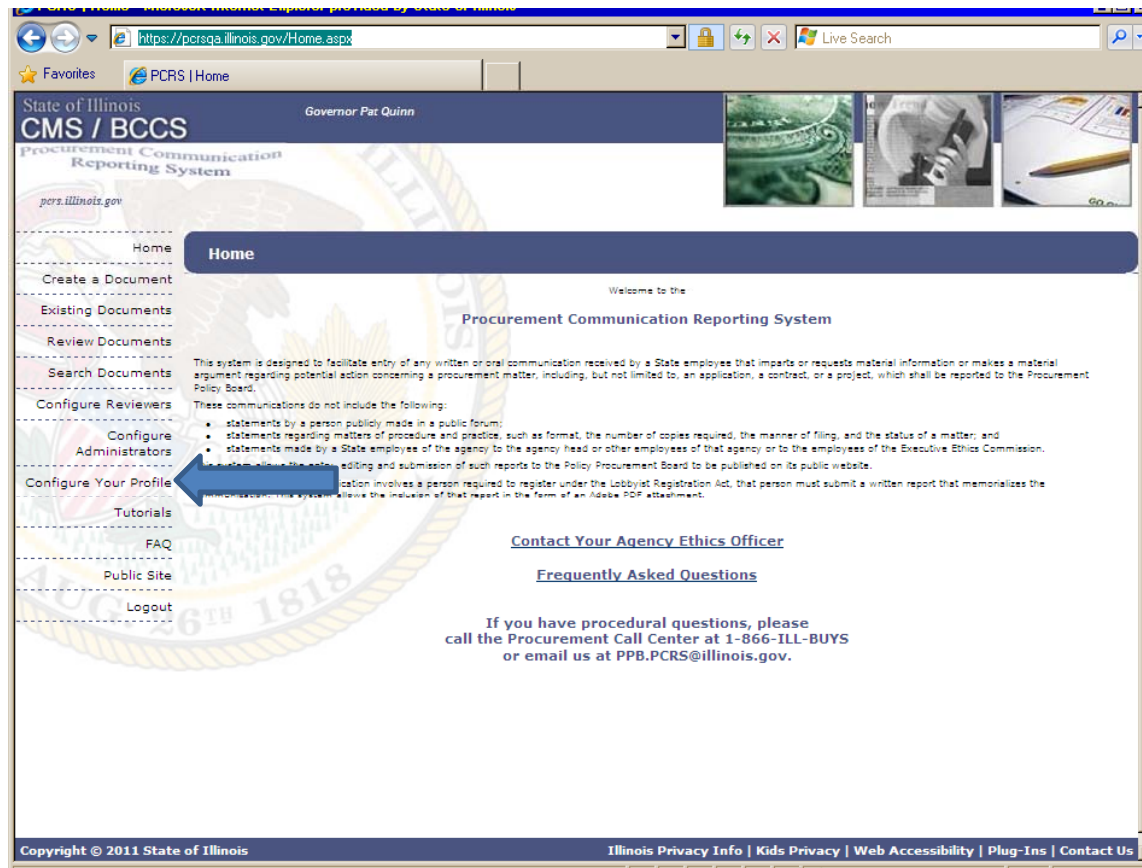
Click here to save the modifications made to the Participant data.

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Enter your information, and then click "Save".



Your profile has been created.



If your personal profile information changes, you may update it at any time. Simply select “Configure Your Profile” in the left pane.

Internet Explorer browser window showing the URL: <https://pcrsqa.illinois.gov/UserProfileConfig.aspx>

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Configure Your Profile

Your Profile

First Name (Required)	Will
Last Name (Required)	Blount
Name Suffix (e.g., Sr., Jr., III)	
Job Title (Required)	Analyst
Representing (Required)	Procurement Policy Board
Location (Required)	511 W. Capitol Avenue, Suite 102 Springfield, IL 62711
Telephone Number (Required)	217-785-3988
Email Address (Required)	Will.Blount@Illinois.gov
Agency (Required)	PPB - Procurement Policy Board

Save

button to save the modifications made to the Participant data.

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Make any necessary changes and then click “Save”.



Your profile has been updated.

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View Communication Document

**Communication Document Heading**

Communication Identifier	294
Communication Topic	Test for User Profile
Communication Mode	Email
Author's Agency	PPB - Procurement Policy Board
Communication Date/Time	5/3/2011 8:00:00 AM
Duration in Minutes	2
Agency Reference Number	N/A

**Communication Document Text**

Action Requested or Recommended	Test for User Profile
Summary of Communication	Test for User Profile
Additional Information	Test for User Profile

**Communication Document Participants**

Name	Type	Role	Job Title	Representing	Location	Telephone	Email
Will Blount III	State Employee	Recipient	Senior Analyst	Procurement Policy Board	511 West Capitol Avenue, Suite 102 Springfield, IL 62711	217-785-3988	Will.Blount@Illinois.gov

[Edit Heading/Text](#) Edit the textual information associated with this Communication Document.  
[Edit Participants](#) Edit the participant list associated with this Communication Document.  
[Submit](#) Submit this Communication Document to the review process.  
[Delete](#) Delete this Communication Document.

When you create a new communication document, your profile information will auto-populate under the “Communication Document Participants” information section.

To add another State employee as a participant, select the “Edit Participants” button.

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**Edit Communication Document Participants**

**Communication Document Heading**

Communication Identifier	294
Communication Topic	Test for User Profile
Communication Mode	Email
Author's Agency	PPB - Procurement Policy Board
Communication Date/Time	5/3/2011 8:00:00 AM
Duration in Minutes	2
Agency Reference Number	N/A

**Communication Participants**

	Name	Type	Role	Job Title	Representing	Location	Teleph
<a href="#">Modify</a> <a href="#">Delete</a>	Will Blount III	State Employee	Recipient	Senior Analyst	Procurement Policy Board	511 West Capitol Avenue, Suite 102 Springfield, IL 62711	217-76

**Lookup Participant**  
Click the LOOKUP PARTICIPANT button to add an additional Participant by searching user profiles of State Employees.

**Add Participant**  
Click the ADD PARTICIPANT button to add an additional Participant to the Communication Document.

**Save**  
Click the SAVE button to save the modifications made to the Participant data.

**Cancel**  
Click the CANCEL button if you do not want to save any of the changes made to the Participant data.

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To add another State employee, select the “Lookup Participant” option.  
(Note: the employee must have completed their own profile information for the lookup to locate them)



https://pcrsqa.illinois.gov/CommDocParticipantLookup.aspx

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Lookup Communication Document Participant

Communication Document Heading

Communication Identifier	294
Communication Topic	Test for User Profile
Communication Mode	Email
Author's Agency	PPB - Procurement Policy Board
Communication Date/Time	5/3/2011 8:00:00 AM
Duration in Minutes	2
Agency Reference Number	N/A

Participant Search

Participant Role: Contributor

Participant Type: State Employee

First Name:

Last Name: Floyd

Search

Cancel

Click the Search button to retrieve a list of potential Participants.

Click the CANCEL button to return to EDIT PARTICIPANTS.

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Select their "Role" and enter at least their last name. Then, select "Search".

https://pcrsqa.illinois.gov/CommDocParticipantLookup.aspx

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### Lookup Communication Document Participant

#### Communication Document Heading

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Duration in Minutes	2
Agency Reference Number	N/A

#### Participant Search

Participant Role:

Participant Type:

First Name:

Last Name:

#### Search Results

	Name	Type	Role	Job Title	Representing	Location	Telephone
	Joshua Floyd	Procurement Analyst	Procurement Policy Board	511 W. Capital Suite 102 Springfield, IL 62704	217-558-2975	Joshua.Floyd@Illinois.gov	

Click the Search button to retrieve a list of potential Participants.

Click the CANCEL button to return to EDIT PARTICIPANTS.

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All State employees that fit your search criteria will be listed in the “Search Results” window. If the State employee that you are searching for is not listed in the results, then they likely have not completed their profile. You will then need to add the State employee manually.

If the State employee IS listed in the search results window, click the “Add” button to the left of their name.

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### Edit Communication Document Participants

#### Communication Document Heading

Communication Identifier	294
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Communication Date/Time	5/3/2011 8:00:00 AM
Duration in Minutes	2
Agency Reference Number	N/A

#### Communication Participants

	Name	Type	Role	Job Title	Representing	Location
<a href="#">Modify</a> <a href="#">Delete</a>	Will Blount III	State Employee	Recipient	Senior Analyst	Procurement Policy Board	511 West Capitol Avenue, Suite 102 Springfield, IL 62711
<a href="#">Modify</a> <a href="#">Delete</a>	Joshua Floyd	State Employee	Contributor	Procurement Analyst	Procurement Policy Board	511 W. Capitol Suite 102 Springfield, IL 62704

[Lookup Participant](#) Click the LOOKUP PARTICIPANT button to add an additional Participant by searching user profiles of State Employees.

[Add Participant](#) Click the ADD PARTICIPANT button to add an additional Participant to the Communication Document.

[Save](#) Click the SAVE button to save the modifications made to the Participant data.

[Cancel](#) Click the CANCEL button if you do not want to save any of the changes made to the Participant data.

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Note that the State employee that was selected is now listed as a “Communication Participant”. Follow the previous steps to add additional State employees as needed.

If a State employee’s profile wasn’t returned as a result of your search, you will add the employee manually, the same way that you will add a communicant who is not a State employee. First, select the “Add Participant” button.

https://pcrsqa.illinois.gov/CommDocParticipants.aspx

PCRS | Edit Communication Document Participants

### Edit Communication Document Participants

#### Communication Document Heading

Communication Identifier	294
Communication Topic	Test for User Profile
Communication Mode	Email
Author's Agency	PPB - Procurement Policy Board
Communication Date/Time	5/3/2011 8:00:00 AM
Duration in Minutes	2
Agency Reference Number	N/A

#### Participant Detail

Participant Role (Required)	Initiator
Participant Type (Required)	State Employee
First Name (Required)	
Last Name (Required)	
Name Suffix (e.g., Sr., Jr., III)	
Job Title (Required)	
Representing (Required)	
Location (Required)	
Telephone Number	
Email Address (Required)	

[Cancel](#) [Save](#)

#### Communication Participants

	Name	Type	Role	Job Title	Representing	Location
<a href="#">Modify</a> <a href="#">Delete</a>	Will Blount III	State Employee	Recipient	Senior Analyst	Procurement Policy Board	511 West Capitol Avenue, Suite 102 Springfield, IL 62711

You will then enter the required information.

Please note that the “Lookup Participant” will only locate employees of the State of Illinois, and only those employees who have completed their personal profile information. It cannot be used to look up vendor information.