ProcureAZ ALERT

Date: March 4, 2015

To: ProcureAZ Organization Administrators

From: ProcureAZ Help Desk

Re: User Clean Up in ProcureAZ

In preparation for the move to ProcureAZ version 12.5 in July and to facilitate accurate active user counts, the ProcureAZ Help Desk is asking Organization Administrators to inactivate or set for deletion user profiles under their agencies that are no longer in use. This task needs to be completed by April 1st as the number of active users in your agency impacts the number of users the State Procurement Office expects to go through Go Live training from mid-April through mid-June.

In the past, the practice has been to make changes to Basic Purchasing users' login information to prevent them from logging in but leaving their profiles active to complete bids that were in progress at the time the users left. The deployment of ProcureAZ version 11 introduced the ability to change the purchaser on a bid in Sent status (on the street) using the amendment process. It is also possible in a more limited fashion to change the purchaser on a bid in Open status through an amendment. Purchasers may also be changed on Master Blanket contracts using a Change Order.

If you would like a report showing all your agency active users please contact the Help Desk.

Alternatively, in the User Maintenance screen you can search for active users by role to create your own list as shown in this screen shot from the training environment:

Please follow these instructions for inactivating or setting a user for deletion:

1. Open the User's profile and change the user's email address to their supervisor's email address or the Org Admin's email address.
2. Change the user's status to 'Deleted' (or 'Inactive').
3. If the user has the AP or AP Supervisor role, complete and submit the GAO-96PAZ form to GAO Security.

If you have any questions please contact the Help Desk at 602-542-7600 (option 3) or email procure@azdoa.gov.

Thank you.

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PROCUREAZ HELP DESK
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