

The image is a split-panel cover for a document titled "CALPROC ADMIN GUIDE". The left panel is dark, showing a silhouette of the Golden Gate Bridge against a dark sky and water. The right panel shows a clear, bright view of the Golden Gate Bridge at sunset or sunrise, with the water in the foreground and a rocky shoreline. The title "CALPROC" is in large, bold, white capital letters, and "ADMIN GUIDE" is in smaller, white capital letters below it. A white silhouette of a bear is positioned above the title.

CALPROC

ADMIN GUIDE



WELCOME TO CALPROC

CalProc is for government employees within California who need to procure computing hardware, software and related services from pre-established state contracts, the "CalProc" procurement system provides ordering, tracking and analysis features. Also, it allows employees of the state's leading purchasing organization the ability to publish product and service information and then track and analyze order data.

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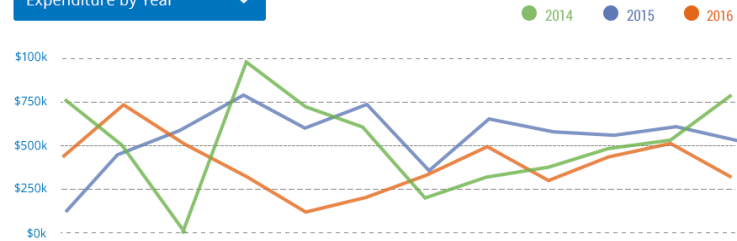
Orders
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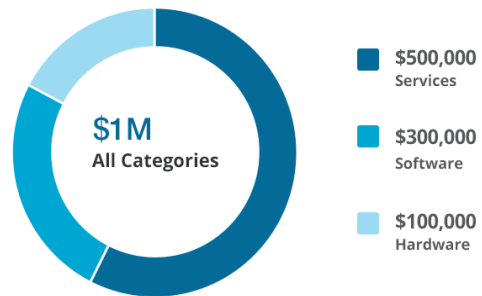
Alerts

[! User is Above Budget](#)[! Item is Delayed](#)[! Contract Threshold](#)[! Contract Expiring](#)[! Contract Auto-renew](#)

Expenditure by Year



Breakdown by Category



Dashboard

The Admin page will allow you to see charts for expenditures and contracts. You can use the drop downs to switch between chart types. The left hand side will show notifications and alerts.

[+ Add New Item](#)

CATEGORIES

[View All](#) 100

Laptops 25

Tablets 25

SmartPhones 25

Software 25

FILTER BY PRICE

from: - \$0 +

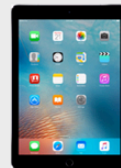
to: - \$10,000 +

POPULAR PRODUCTS

iPhone 6
SMARTPHONESMacbook Pro
LAPTOPiPad
TABLET

Showing 1-12 of 32 products

Latest

iPhone 6
\$100.00iPhone 7
\$100.00Macbook Pro
\$100.00iPad
\$100.00iPad Pro
\$100.00Alienware
\$100.00HP Spectre
\$100.00HP Spectre X2
\$100.00HP Chromebook
\$100.00

Manage Catalog

The “Manage Catalog” page allows you to see the contract through end users eyes. This will allow you to view and edit the catalog. In order to edit an item simply click on it and you will be taken to the item detail page. You can also click “Add New Item” in order to add an item to the catalog.

Add/Edit Item

This page will allow you to add a new item or edit an existing item. From this page you can add all of the item details and images. You can also select which category you want the item to appear within.





Image 1 (Default)
 [Replace](#)


Image 2
 [Replace](#)




Image 3
 [Replace](#)

Image 4
 [Replace](#)

N/A
 [Upload](#)

Contract

Apple Computer Proc 1A2 ▾

Product Name

Macbook Pro

Discount Number

123456789

MSRP Price:

\$100

Contract Unit Price:

\$100

Description

- 2.0GHz dual-core Intel Core i5 processor
- 8GB 1866MHz memory
- 256GB PCIe-based SSD
- Intel Iris Graphics 540
- Two Thunderbolt 3 ports
- Backlit Keyboard (English) & User's Guide

Category

☒ Laptop ☐ Tablet ☐ Service

☐ SmartPhone ☐ Software

[Delete](#) [Save](#)

Image Upload

In order to upload a new image on the item detail page, click or press the "Upload" button and choose an image from your computer. If you would like to replace an existing image, click or press the "Replace" button and choose an image from your computer.





Image 1

Replace



Image 2

Upload

Language: English  Logout				
<div> DASHBOARD MANAGE CATALOG ORDERS</div>				
User	Order ID	Quantity	Total	Order Date
Admin User	6295	0	\$0.00	3/3/2017
Authorized User	1136	7	\$262.43	2/26/2017
Authorized User	292	14	\$6,903.50	2/25/2017
Authorized User	465	30	\$10,093.89	2/25/2017
Authorized User	1076	35	\$2,459.79	2/21/2017
Authorized User	729	47	\$9,295.99	2/20/2017
Authorized User	1152	7	\$314.55	2/18/2017
Authorized User	419	21	\$1,092.06	2/16/2017
Authorized User	121	24	\$1,449.50	2/14/2017
Authorized User	776	25	\$6,140.56	2/13/2017
Authorized User	777	43	\$9,564.34	2/13/2017
Authorized User	21	31	\$865.50	2/13/2017
Authorized User	362	22	\$5,807.23	2/11/2017
Authorized User	271	14	\$4,783.18	2/10/2017
Authorized User	1062	75	\$30,920.13	2/9/2017

Orders

The orders page allows you to see the details of all orders in the system. At the bottom you click the pagination to view more.