USER MANUAL

Project Tracking

Department of General Services
Office of Public School Construction

June 2013

USER MANUAL
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1.0   GENERAL INFORMATION

1.1   System Overview

The Office of Public School Construction (OPSC) Project Tracking System is an application that allows you to access the project status information for school projects in the OPSC project tracking database. The information available includes various phases of the project and apportionment approval, fund release and category balances of the project.

Also, the collaborative efforts of the OPSC and the Division of the State Architect (DSA) have resulted in the creation of an interactive website that allows districts a point of entry to begin a school facilities project. Each project shall be identified by a project tracking number (PTN) that will join application data utilized by the above agencies. The goal is to provide school districts and other interested parties the ability to seamlessly access the status of a specific project during the approval processes of each office. Establishing a common numbering system is the first step in meeting this goal.

1.2   Authorized Use Permission

The Project Tracking System is available to the general public. You do not need a password to view project tracking data with this "read only" application. Districts and charter schools can login to add or update information for their own Project Tracking Generator numbers.

1.3   Points of Contact

For additional information, please contact your OPSC project manager.

2.0   SYSTEM FEATURES

2.1   Login

By logging in you will be allowed to create and modify existing records. Anyone can view all records in the database without logging in.

Open Internet Explorer, key the web address below and press **Enter**.
      http://www.applications.opsc.dgs.ca.gov/PT
      The new OPSC Project Tracking page will display.
1) Hover over 'PTN Generator' main menu.
2) Click on 'Log in' submenu.

      The login screen displays as shown below.

3) Type the **User Name** and **Password**.
    a. Username for school districts is the district's 5-digit code. For charter schools it is the charter school's 7-digit code.
    b. Password must be at least eight characters (at least one letter and one number).
      Note: Passwords are case sensitive.

4) Click Log In button

2.1.1 Successful Login

The welcome page is displayed.

2.1.2 Invalid Password

If user enters invalid password then the following error message will display: "The password you entered does not match our records."

2.1.3 Account Locked

If user enters an invalid password for 5 attempts then account is locked and the following error message will be displayed: "Your account has been locked out. Please contact the Project Tracking Administrator to unlock your account."

2.1.4 Expired Password

Initially all passwords were set to expired status and the following error message is displayed: "Your password is expired. Please click 'Change your password?' link below to change your password."

Log In to Project Tracking Number Generator
Please enter user name and password to sign in to the PTN Generator.

User Name: 68338

Password:

Your password is expired. Please click 'Change your password?' link below to change your password.

[Log In]

Usernames for school districts is the district's 5-digit code, for Charter Schools it is the Charter School's 7-digit code.
By logging in you will be allowed to create and modify existing records, anyone can view all records in the database without logging in.

Forgot your password?   Change your password?

Please contact the Project Tracking Administrator if you have any questions regarding your user account.

2.1.5 Invalid User Name

If a district or charter school enters an invalid user name, then the following error message is displayed: "The username you entered does not match our records."

Log In to Project Tracking Number Generator
Please enter user name and password to sign in to the PTN Generator.

User Name: 99991

Password:

The username you entered does not match our records.

[Log In]

Usernames for school districts is the district's 5-digit code, for Charter Schools it is the Charter School's 7-digit code.
By logging in you will be allowed to create and modify existing records, anyone can view all records in the database without logging in.

Forgot your password?   Change your password?

Please contact the Project Tracking Administrator if you have any questions regarding your user account.

2.1.6   User Name Not Approved

All previous district and charter usernames were approved when they were created by database administrators. The following error message is displayed if a username is not approved: "Your account has not been approved. Please contact the Project Tracking Administrator to approve your account."

> **Log In to Project Tracking Number Generator**
> Please enter user name and password to sign in to the PTN Generator.
>
> User Name: 68338
> Password:
>
> *Your account has not been approved. Please contact the Project Tracking Administrator to approve your account.*
>
> Log In
>
> Usernames for school districts is the district's 5-digit code, for Charter Schools it is the Charter School's 7-digit code.
> By logging in you will be allowed to create and modify existing records, anyone can view all records in the database without logging in.
>
> Forgot your password?   Change your password?
>
> Please contact the Project Tracking Administrator if you have any questions regarding your user account.

2.1.7   Inactive User Name

The following error message is displayed if user name is inactive: "Your account has been inactivated. Please contact the Project Tracking Administrator to activate your account."

> **Log In to Project Tracking Number Generator**
> Please enter user name and password to sign in to the PTN Generator.
>
> User Name: 68338
> Password:
>
> *Your account has been inactivated. Please contact the Project Tracking Administrator to activate your account.*
>
> Log In
>
> Usernames for school districts is the district's 5-digit code, for Charter Schools it is the Charter School's 7-digit code.
> By logging in you will be allowed to create and modify existing records, anyone can view all records in the database without logging in.
>
> Forgot your password?   Change your password?
>
> Please contact the Project Tracking Administrator if you have any questions regarding your user account.

2.2 Change Your Password

All users have an option to change their password.

Open Internet Explorer, key the web address below and press **Enter**.
http://www.applications.opsc.dgs.ca.gov/PT
The new OPSC Project Tracking page will display.
1) Hover over 'PTN Generator' main menu.
2) Click on 'Log in' submenu.
3) Toward the bottom of the pages, click on "Change your password?" link.

Change Your Password?

*Username:	
*Current Password:	
*New Password:	
*Confirm New Password:	
*Security Question:	Select one question ▼
*Security Answer:	

[Save] [Cancel]

4) There are six fields and all of them are required. Please type and click on 'Save' button.
Note: Passwords are case sensitive and must be at least eight characters in length (at least one letter and one number).

2.2.1 Valid Current Password

If user enters a valid current password, then the system will update the profile with a new password and the following message will be displayed.

Project Tracking ☒

Your password and security question/answer has been successfully changed.

[OK]

Note: The system will NOT generate an email.

2.2.2 Invalid Current Password

1) If a user enters invalid <u>current password</u> the following error message will be displayed:

Change Your Password?

*Username:	68338
*Current Password:	
*New Password:	
*Confirm New Password:	
*Security Question:	In what city did you meet your spouse/significant other? ▼
*Security Answer:	sac

Save   Cancel

The current password you entered does not match our records. Please try again. You will be locked out after five unsuccessful attempts to gain access.

2) The user is locked out after five attempts and the following message is displayed:

Change Your Password?

You have been locked out of the system. Please contact the Project Tracking Administrator to unlock your account.

Note: The user needs to send an email to Project Tracking Administrator and request to unlock the user profile.

2.3 Forgot Your Password

Open Internet Explorer, key the Web Address below and press **Enter**.
http://www.applications.opsc.dgs.ca.gov/PT
The new OPSC Project Tracking page will display.

1) Hover over the 'PTN Generator' main menu.
2) Click on the 'Log in' submenu.
3) Toward the bottom of the pages, click on the "Forgot your password?" link.

2.3.1 Valid User Information

1) On the first screen type in the user name and District Rep email address on file.
If the user name and email address match our system, then the second screen will be displayed.

Forgot Your Password?

*Username:	
*District Rep Email Address on file:	

Next   Cancel

2) Type the security answer and click 'Next.'

Forgot Your Password?

Please enter the answer to your password security question.

Question: In what town was your first job?
Answer: [_____] [Next]

3) If the security answer matches to what is in the system then it will display the following message:

Forgot Your Password?

A temporary password has been sent to your email account with instructions to log in and change your password.

[Finish]

The system will generate an email with a new temporary password and send it to the Superintendent, as well as main and alternative district representatives on file with the OPSC.

Note: Here is the email template

From: DGS OPSC-Project Tracking Admin
Sent: Friday, March 29, 2013 4:23 PM
To: Oleshko, Anatoliy@DGS; Oleshko, Anatoliy@DGS; Oleshko, Anatoliy@DGS
Subject: ******TESTING******Project Tracking

Your password for Project Tracking has been reset. Your new password is 8nqh1fG9 and user name is 68338.

Click here to access the Project Tracking website.

To change your password, select Change your password link.

Thank you,

Project Tracking

2.3.2 Invalid User Information

1) If the user enters invalid User Name or Email Address on the first 'Forgot your password?" screen , then the following messages is displayed and after five invalid attempts the user will be locked:

Forgot Your Password?

*Username: [68338]
*District Rep Email Address on file: [asdf@dgs.ca.gov]

[Next] [Cancel]
The username or email address you entered does not exist in the system. Please try again. You will be locked out after five unsuccessful attempts to gain access.

2) If the user enters invalid security answer on the second 'Forgot your password?" screen, then after five attempts the user will be locked.

Forgot Your Password?

Please enter the answer to your password security question.

Question: In what town was your first job?
Answer: [I don't know]   [Next]

                                                            [Cancel]

The answer you entered does not match our records. Please try again. You will be locked out after five unsuccessful attempts to gain access.

2.4   PTN Generator

2.4.1   Edit PTN

Prerequisite: Login by following step 2.1
1)   Hover over 'PTN' menu and click on 'Manage PTN' submenu.

PTN	District	Home	Log Out				

Manage PTNs

	District Code	Tracking Number	Site Name	Date Assigned	Status	Created By
Edit	68338	1	GAGE ELEMENTARY	11/20/2001	Active	District
Edit	68338	2	ALCOTT ELEMENTARY	11/20/2001	Active	District
Edit	68338	3	BAY PARK ELEMENTARY	11/20/2001	Active	District
Edit	68338	4	BALBOA ELEMENTARY YR	12/5/2001	Active	District
Edit	68338	5	SANDBURG ELEMENTARY	12/6/2001	Active	District
Edit	68338	6	DAILARD ELEMENTARY	12/6/2001	Active	District
Edit	68338	7	GREEN ELEMENTARY	12/6/2001	Active	District
Edit	68338	8	PENN ELEMENTARY	12/6/2001	Active	District
Edit	68338	9	NYE ELEMENTARY	12/6/2001	Active	District
Edit	68338	10	BETHUNE (MARY MC LEOD) ELEMENTARY	12/6/2001	Active	District

Add New PTN   *Refresh*

|◄ ◄ 1 2 3 4 5 6 7 8 9 10 ... ► ►| Page size: 10 ▼   706 items in 71 pages

2)   Click 'Edit' link next to the PTN you want to update and the edit form will be displayed.
3)   Click 'Save' button to update the PTN record.

2.4.2   Add new PTN

Prerequisite: Login by following step 2.1
1)   Hover over 'PTN' menu and click on 'Manage PTN' submenu.

2)   Click 'Add New PTN' button   **[+ Add New PTN]**

3)   Here is the Add PTN form:
   a.   If a user selects 'New School' for School name, then 'Proposed School Name' is a required field.
   b.   The 'New Construction Type' is a required field if 'New Construction' radio button is 'Yes.'
   c.   School Type (High, Middle, and Elementary) is a required field.

4) Click 'Save' button to add new PTN record.

2.4.3 Search

Open Internet Explorer, key the web address below and press **Enter**.

http://www.applications.opsc.dgs.ca.gov/PT

The new OPSC Project Tracking page will display.

1) Click on 'PTN Generator' main menu.
2) Users can type District Code and number to search for specific PTN number.
3) Click on 'View' link in the first column to expand the nested form.

Note: To view all PTNs for a district, enter only the 5-digit district code and click Search.

2.5   Project Tracking - Search

Open Internet Explorer, key the web address below and press **Enter**.

http://www.applications.opsc.dgs.ca.gov/PT

The new OPSC Project Tracking page will display.

2.5.1 Simple Search

1) Hover over 'Simple Search' tab.
2) Users can choose one of the three search parameters:
    a. *Project Number* - OPSC project number is in the following format, two-digit program code, five-digit District Code, two-digit attendance area code, and finally three digit project number. Example: 50/64777-00-006 or 57/64777-00-006.
    b. *PTN Number* - Project Tracking Number as a two-part numerical identifier. The first part is the five-digit district code number; the second part is unique number assigned by OPSC PTN Generator web application. Example: 64733-0001.
    c. *DSA Number* - DSA Project Application Numbers are composed of two components. Example: 01-100000, where "01" represents the DSA San Francisco Bay Area Regional office and "100000" is the six-digit Application Number.
3) Type the number and click Search button. The values for the project will be populated in the results table.

2.5.2 Advanced Search

1) Hover over 'Advanced Search' tab.
2) Users can choose one or more of the five search parameters:
    a. *Program Type* –
         i. School Facility Program (SFP) or
        ii. Lease-Purchase Program (LPP)
    b. *Project Type* – two-digit code
         i. School Facility Program (SFP)
               50 = SFP New Construction
               51 = SFP Facility Hardship (New Construction)
               52 = SFP Joint Use
               53 = SFP Critically Overcrowded (Converted)
               54 = SFP Charter (Converted)
               55 = SFP Career Technical Education (New Construction)
               56 = SFP Overcrowding Relief Grant
               57 = SFP Modernization

58 = SFP Rehabilitation (Modernization)
59 = SFP Career Technical Education (Modernization)
   ii.   Lease-Purchase Program (LPP)
22 = LPP New Construction
77 = LPP Modernization

c.   *County* – the state of California is divided into 58 counties
d.   *District*
e.   *Site*

3)   Click Search button. All projects that satisfy the search criteria will show in the results table. *All search results can be sorted in either ascending or descending order by column, by clicking any column header.*

2.6   Project Tracking – Project Page

Prerequisite: Search for a project by using step 2.4.1 or 2.4.2

1)   Click on the Project Number link in the results table.
2)   The Project Main page will display. This page is divided into six tabs. Click on the tab to see the details.

2.6.1 Project Page - Details

Details - displays information that was entered onto the District's *Application for Funding* (Form SAB 50-04) submitted with the project. This will show information such as: classroom counts, number of pupil grants requested, funding amounts for site development and other project specifics.

| Details | Fund Releases | Budget Summary | Transaction Detail | Modernization Eligibility | New Construction Eligibility |

SAB 50-04 Application Information

Type of Application			Additional Grant and Facility Hardship	
Facility Hardship Request:	No		Multilevel (Classrooms):	23
Site/Design Request:	No		Site Acquisition:	$6,216,059
Financial Hardship Request:	No		Service Site:	$1,800,426
Type of School:	Elementary		Off-Site:	$168,487
Classrooms:	13		Utilities:	$63,701
Elementary Pupils:	334			
Middle School Pupils:	0		**Special Day Class**	
High School Pupils:	0		Non-Severe Pupils:	0
			Severe Pupils:	0
Site Size			Therapy Area:	0
Master Plan Acres:	10.20			
Existing Acres:	0		**Facility Hardship**	
Proposed Acres:	2.63		Multi-Purpose Area:	0
			Toilet Area:	0
Prior LP Approval Projects			**Excessive Cost Hardship Request**	
			Geographic Factor:	0
			New School Project:	No
			Seismic:	$0
			Small Size Project:	No
			Urban/Security:	Yes

2.6.2 Project Page – Fund Releases

Fund Releases - displays the date and type of each transaction related to the fund release for each phase of the project.

| Details | Fund Releases | Budget Summary | Transaction Detail | Modernization Eligibility | New Construction Eligibility |

Project Number	Claim Schedule Number	OPSC Processing Date	Warrant Issued Date	Amount Released
50/64733-00-143	2008105	12/9/2008	12/18/2008	$8,335,468
50/64733-00-143	2007209	4/10/2008	4/25/2008	$5,204,568
TOTAL CLAIMS:				$13,540,036

For additional information regarding this report please contact Debra Morton at (916) 375-2033, or e-mail at Debra.Morton@dgs.ca.gov

2.6.3 Project Page – Budget Summary

Budget Summary - displays all of the various grants that the project qualified for and received. Instead of displaying a lump-sum grant amount, this screen shows a detailed breakdown of all grants associated with the project, by category.

| Details | Fund Releases | Budget Summary | Transaction Detail | Modernization Eligibility | New Construction Eligibility |

District Contribution: $13,540,036
Eligible Project Cost: $27,080,072
Accounts Receivable: $0

Type	Apportionment	Expenditure	Balance
New Construction	$2,924,922	$2,924,922	$0
Multi Level Const.	$354,267	$354,267	$0
Site Acquisition	$5,794,017	$5,794,017	$0
Site Relocation	$126,000	$126,000	$0
Site Other	$231,760	$231,760	$0
Service Site	$1,800,426	$1,800,426	$0
General Site	$223,487	$223,487	$0
Offsite	$168,487	$168,487	$0
Utilities	$63,701	$63,701	$0
Urban Security	$1,592,561	$1,592,561	$0
Site DTSC Fee	$13,300	$13,300	$0
Site Hazardous Removal	$78,286	$78,286	$0
Fire Detection/Alarm	$3,340	$3,340	$0
Fire Sprinklers	$49,766	$49,766	$0
Labor Compliance Program	$39,253	$39,253	$0
STATE TOTAL:	$13,540,036	$13,540,036	$0

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2.6.4 Project Page – Transaction Details

Transaction Detail - The Transaction Detail screen displays the application's financial transaction history. This will include such things as: State Allocation Board approval dates, fund release requests and approval dates, project closeout dates, and dates of any other financial adjustments made to the project. The Transaction Detail also shows a tally of the funds apportioned and expended on the project.

	Details	Fund Releases	Budget Summary	**Transaction Detail**	Modernization Eligibility	New Construction Eligibility

Trans Type	Trans Sequence	Document Date	Bond Fund	Apportionment Amount	Expenditure Amount	Comment
RESO	E	2/27/2008	055-500	$5,204,568		
CLAIM SCH	2007209	4/10/2008	055-500		$5,204,568	
WARRANT	2007209	4/25/2008	055-500	Not Applicable		
RESO	G	5/28/2008	057-700	$72,137		
RESO	G	5/28/2008	057-500	$7,969,367		
RESO	G	6/25/2008	057-700	$4,326		
RESO	G	6/25/2008	057-500	$289,638		
CLAIM SCH	2008105	12/9/2008	057-500		$8,259,005	
CLAIM SCH	2008105	12/9/2008	057-700		$76,463	
WARRANT	2008105	12/18/2008	057-700	Not Applicable		
WARRANT	2008105	12/18/2008	057-500	Not Applicable		
TOTAL:				**$13,540,036**	**$13,540,036**	

Transaction Sequences	
S	Separate Site
D	Separate Design
E	Environmental Hardship Site
J	Separate Site and Design
C	Environmental Site and Design
G	Adjusted Grant

2.6.5 Project Page – Modernization Eligibility

Modernization Eligibility - displays the District's current remaining eligibility for a given school site as well as any and all adjustments made over time to the site's eligibility. *Click on the arrow to expand the nested table.*

	Details	Fund Releases	Budget Summary	Transaction Detail	**Modernization Eligibility**	New Construction Eligibility

	Site Code	Site Name	Original SAB Approval Date	Recent SAB Approval
˅	1935865	MONROE (JAMES) HIGH	12/10/2003	2/24/2010

SAB 50-03 Modernization Eligibility Information

Modernization Baseline Eligibility

Grade Level:	K - 6	7 - 8	9 - 12	Non-Severe	Severe
District has chosen Option: B	0	0	4556	263	0
SAB Approvals/Adjustments:	0	0	-1222	-271	0
Remaining Eligibility:	0	0	3334	-8	0

SAB 50-03 Eligibility Document Status/Dates

Status:	PM Complete
Date Signed:	11/5/2003
Date Received:	7/1/2003
SAB Approval Date:	12/10/2003

2.6.6 Project Page – New Construction Eligibility

New Construction Eligibility - displays the District's current remaining district-wide eligibility as well as any and all adjustments made over time to the District's eligibility. *Click on the arrow to expand the nested table.*

Details	Fund Releases	Budget Summary	Transaction Detail	Modernization Eligibility	New Construction Eligibility

	District Code	Attendance Area	Original SAB Approval Date	Recent SAB Approval
⌄	64733	0	5/23/2001	8/25/2010

SAB 50-03 New Construction Eligibility Information

New Construction Baseline Eligibility

Grade Level:	K - 6	7 - 8	9 - 12	Non-Severe	Severe
Established Eligibility:	42621	47911	48043	13835	-2444
SAB Approvals/Adjustments:	-50152	-36952	-69940	-19577	620
Remaining Eligibility:	-7531	10959	-21897	-5742	-1824

SAB 50-03 Eligibility Document Status/Dates

Status:	PM Complete
Date Signed:	4/26/2001
Date Received:	3/23/2001
SAB Approval Date:	5/23/2001

2.7   Project Tracking – District Page

Prerequisite: Search for a project by using step 2.4.1 or 2.4.2
1) Click on the District Name link (second column) in the results table.
2) The District Main page will display. This page is divided into three tabs. Click on the tab to see the details.

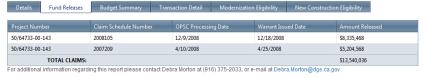### 2.7.1 District Page – Modernization Eligibility

Modernization Eligibility - displays the District's current remaining eligibility for a given school site as well as any and all adjustments made over time to the site's eligibility. *Click on the arrow to expand the nested table.*

Modernization Eligibility	New Construction Eligibility	Fund Release

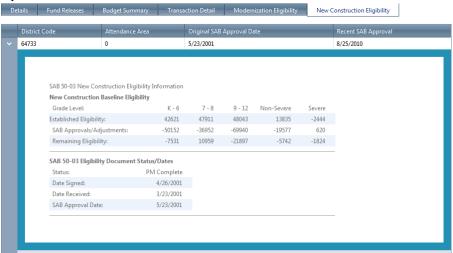|	Site Code	Site Name	Original SAB Approval Date	Recent SAB Approval
>	1930064	AGGELER (WILLIAM TELL) OPPORTUNITY HIGH	9/22/2004	
>	1930296	NEWMARK (HARRIS) CONTINUATION	1/26/2005	12/15/2010
>	1930403	YOUNG (WHITNEY) CONTINUATION	2/23/2005	
>	1930429	VIEW PARK CONTINUATION	2/23/2005	
>	1930486	MONETA CONTINUATION	1/26/2005	
>	1930551	SAN ANTONIO CONTINUATION	2/23/2005	
>	1930577	PUEBLO DE LOS ANGELES CONTIN	2/23/2005	
>	1930650	BANNING (PHINEAS) SENIOR HIGH	4/26/2000	9/23/2009
>	1930692	RILEY (THOMAS) HIGH	2/23/2005	5/27/2009
>	1930734	ANGELS GATE CONTINUATION	1/26/2005	
>	1930783	PHOENIX CONTINUATION	1/26/2005	
>	1930791	MT. LUKENS CONTINUATION	1/26/2005	
>	1930866	BELL SENIOR HIGH	1/26/2005	10/6/2010
>	1930924	BELMONT SENIOR HIGH	1/26/2000	11/3/2010
>	1930940	ALISO HIGH	9/22/2004	

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2.7.2 District Page – New Construction Eligibility

New Construction Eligibility - displays the District's current remaining district-wide eligibility as well as any and all adjustments made over time to the District's eligibility. *Click on the arrow to expand the nested table.*
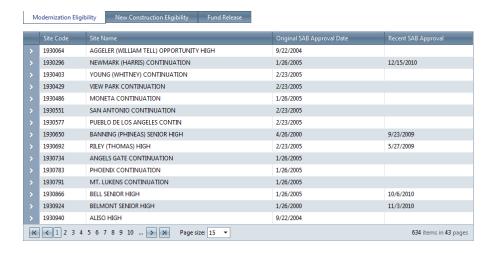
	Modernization Eligibility	New Construction Eligibility	Fund Release	

	District Code	Attendance Area	Original SAB Approval Date	Recent SAB Approval
>	64733	0	5/23/2001	8/25/2010
>	64733	5	7/28/1999	8/25/2010
>	64733	6	5/26/1999	8/25/2010
>	64733	7	5/26/1999	8/25/2010
>	64733	8	6/23/1999	8/25/2010
>	64733	9	7/5/2000	8/25/2010
>	64733	10	7/26/2000	8/25/2010
>	64733	11	8/25/1999	8/25/2010
>	64733	12	6/23/1999	8/25/2010
>	64733	13	4/26/2000	8/25/2010
>	64733	14	3/22/2000	8/25/2010
>	64733	15	4/26/2000	8/25/2010
>	64733	16	1/26/2000	8/25/2010
>	64733	17	6/23/1999	8/25/2010
>	64733	18	1/26/2000	8/25/2010

K < 1 2 3 4 > >| Page size: 15 ▾   51 items in 4 pages

2.7.3 District Page – Fund Release

Fund Releases - displays the date and type of each transaction related to the fund release for each phase of the project for all projects in a district.

	Modernization Eligibility	New Construction Eligibility	Fund Release	

Project Number	Claim Schedule Number	OPSC Processing Date	Warrant Issued Date	Amount Released
53/64733-00-600	2008179	2/25/2011	6 [Click here to sort]	$0
57/64733-00-424	2010314	2/23/2011		$1,220,061
53/64733-00-421	2010306	2/18/2011		$42,592,919
53/64733-00-421	2010307	2/18/2011		$184,945
53/64733-00-421	2010308	2/18/2011		$423,972
53/64733-00-519	2010286	2/15/2011		$28,754,852
53/64733-00-841	2010286	2/15/2011		$13,209,136
53/64733-00-519	2010287	2/15/2011		$92,449
53/64733-00-841	2010287	2/15/2011		$57,455
53/64733-00-841	2010288	2/15/2011		$3,050,252
53/64733-00-619	2008179	2/15/2011	6/25/2009	$0
53/64733-00-600	2007255	2/15/2011	6/20/2008	$0
53/64733-00-619	2007255	2/15/2011	6/20/2008	$0
53/64733-00-760	2007065	2/4/2011	10/31/2007	$0
53/64733-00-409	2007065	2/4/2011	10/31/2007	$0
TOTAL CLAIMS:				$4,484,200,394

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