

## Project Tracking Generator and Database Frequently Asked Questions

### What changes were made from the previous version?

When the first version of the new Project Tracking Number (PTN) database was released the changes included many upgrades. Some of the more significant changes were as follows:

- Advanced database searching abilities, which enables users to search for projects based on Project Tracking Number, Division of the State Architect (DSA) Application Number, or Office of Public School Construction (OPSC) Application Number. This database now unites those numbers and will provide you with the other two numbers if you only have one of the three available.
- Improved security of information. Districts are required to use more complex and safe passwords when editing or creating tracking numbers.
- The layout and overall look of the system was changed to be more simplistic and straightforward.

After extensive testing and receiving feedback from school districts, the following enhancements were made to create the April 2013 version that is available now.

- Man additional notes throughout the system and search screens to help guide users through the new layout and menus. Some of the tips and notes provide information on finding things such as; populating the search results with all PTNs for a district, what usernames for school districts and charter schools consist of and other helpful tips that pop up as users create new tracking numbers.
- For password issues, contact information is clearly posted with easy steps for reaching OPSC staff to assist in creating new passwords, forgotten passwords or creating tracking numbers.
- Subtle changes in the look and feel of the website, such as changing icons, made as a result of suggestions from users.
- All search results are even more sortable. In the search results screen, all column headers can be clicked to sort the results by the column clicked in either ascending or descending order.
- OPSC staff has access to a test database, enabling them to walk districts through issues they are having with the system. This allows OPSC staff to experience the same issues so they can more easily resolve them.
- OPSC staff was also given additional training on the new database to better assist with trouble shooting.

### What do I do when I get an invalid password error?

If an invalid password is entered an error message reading *"The password you entered does not match our records"* will be displayed. If you do not have access to your password, then you can select the *"Forgot your password"* or *"Change your password"* functions that are located below the log in area. When requesting a forgotten password or when changing a password, the password will be sent to all authorized district representatives that are currently on file in the OPSC database. District representatives can be updated at any time by submitting to the OPSC an *Eligibility Determination* (Form SAB 50-03) with Section 1 completed.

### What do I do when my account gets locked?

Your account will be locked if an incorrect password has been entered five times. You will see a message that reads *“Your account has been locked out. Please contact the Project Tracking Administrator to unlock your account.”* When you click on the link to the Project Tracking Administrator, it will send the OPSC an email, your account will be unlocked and you can then create a new password.

### How do I change my password?

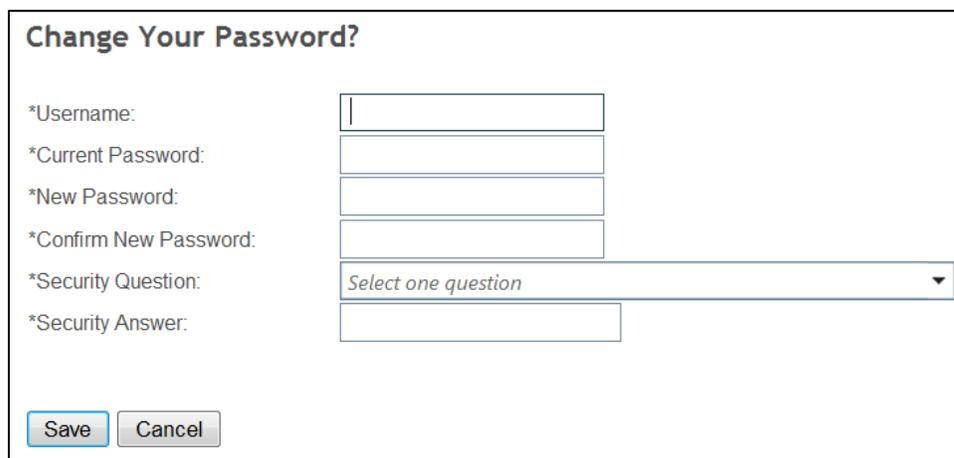
All users have an option to change their password and can do so by following these step-by-step instructions:

Open your internet browser, 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 page, click on “Change your password?” link.



**Change Your Password?**

\*Username:

\*Current Password:

\*New Password:

\*Confirm New Password:

\*Security Question:

\*Security Answer:

- 4) There are six fields and all of them are required. Please complete 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 must be included).*

### What do I do if I forget my 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 page, click on “Forgot your password?” link. The password will be sent to all district representatives currently on file in the OPSC database. District representatives can be updated at any time by submitting to the OPSC an *Eligibility Determination* (Form SAB 50-03) with Section 1 filled out.

## How do I edit an existing PTN?

After logging in to your account, hover over the “PTN” menu and select “Manage PTN.” You will then see a list of all active PTNs for your district. You can then select and click the word “Edit” on the leftmost column of the Manage PTN screen (as shown below). This will allow you to make any changes needed to the record you have selected.

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

Page size: 10 706 items in 71 pages

## How does the project tracking simple search work?

The main intent of the recent update to the PTN system was not to just add a method for searching for projects by PTN, but also connect a given PTN with both OPSC and DSA Application Numbers. In the “simple search” area of the PTN website you can search by any of those three numbers (PTN, OPSC Application Number or DSA Application Number) that you have available and the database will link you to the other two numbers assigned to a given project. You will also have access to all of the project information available from OPSC, and you will be provided a link to the DSA tracker website for that particular project. Essentially, this has created a portal to all available project information in one place that is accessible with any of the three numbers that one might have available.

## How does the project tracking advanced search work?

The advanced search area of the PTN website is basically the same search function as was available in the previous iteration of the website. However, instead of being based on a map of California, there are drop-down menus that have the same functions. There are now five types of information that you can choose to enter when searching for a project:

1. Program Type (School Facility Program or Lease-Purchase Program)
2. Project Type (for example, New Construction, Modernization, Overcrowding Relief, etc.)
3. County
4. District
5. Site

Once you have selected the Program Type, you can choose any of the other four, either in conjunction with each other or individually. **You do not need to select all four areas.** For

example, you may want to look at all projects in the PTN database within a given County. If that is the case, you can select the County you are interested in searching and the database will populate all results for that County. The same process works for project types, districts and sites.

### How do I sort search results?

When you perform a search you will see a page that looks like this:

The screenshot shows the 'ADVANCED SEARCH' interface. The search filters are set to: Program Type: School Facility Program (SFP), Project Type: 50 - SFP - New Construction, County: Los Angeles, District: Los Angeles Unified, and Site: Select District First. Below the filters is a table of search results. The table has six columns: Project Number, District Name, Site Name, Status, PTN Number, and DSA Number. Red circles are drawn around each of these column headers. The table contains five rows of data, all for the Los Angeles Unified district.

Project Number	District Name	Site Name	Status	PTN Number	DSA Number
50/64733-00-001	Los Angeles Unified	OVERLAND AVENUE ELEMENTARY	99% complete on 10/14/2004		03-102486
50/64733-00-002	Los Angeles Unified	BELMONT/HOLLYWOOD PRIMARY CNTR #3	100% complete on 11/03/2003		03-103600
50/64733-00-003	Los Angeles Unified	BELL ELEMENTARY # 3 PRIMARY CENTER	99% complete on 02/14/2005		03-101920
50/64733-00-004	Los Angeles Unified	VAN NUYS NEW ELEMENTARY #1	99% complete on 10/14/2004		
50/64733-00-005	Los Angeles Unified	DEL DAMA ELEMENTARY	99% complete		03-102453

You can sort search results by clicking on any of the column header areas (see the red circles above). When you click on the column header it will toggle back and forth the results, sorted by either ascending or descending order, whichever is your preference.

### How do I find all records for one school district and display them all at once?

Go into the Advanced Search feature and select a program type (School Facility Program or Lease-Purchase Program). Then select the name of the school district you are interested in viewing results for, click search and the results for the district will populate. You can then sort them however you'd like.

You can narrow down the list of available district names by first selecting the County, but this is not a required step.

### How do I find information for a specific school site, such as remaining eligibility or fund release dates?

If you have the OPSC Application Number, DSA Application Number or PTN for a specific project you can use that to go to the site-specific information through the simple search function.

If you do not have a number available, you can use the advanced search function by selecting the district name where the school site resides. Once you have all results for that school district, you can then click on the school district name, as shown below:

SIMPLE SEARCH | ADVANCED SEARCH

**ADVANCED SEARCH**

Program Type:  School Facility Program (SFP)  
 Lease-Purchase Program (LPP)

Project Type:

County:

District:

Site:

All search results can be sorted in either ascending or descending order by column, by clicking any column header.

Project Number	District Name	Site Name	Status	PTN Number	DSA Number
50/64733-00-001	Los Angeles Unified	OVERLAND AVENUE ELEMENTARY	99% complete on 10/14/2004		03-102486
50/64733-00-002	Los Angeles Unified	BELMONT/HOLLYWOOD PRIMARY CNTR #3	100% complete on 11/03/2003		03-103600
50/64733-00-003	Los Angeles Unified	BELL ELEMENTARY # 3 PRIMARY CENTER	99% complete on 02/14/2005		03-101920
50/64733-00-004	Los Angeles Unified	VAN NUYS NEW ELEMENTARY #1	99% complete on 10/14/2004		
50/64733-00-005	Los Angeles Unified	ALDAMA ELEMENTARY	99% complete		03-102453

Once you have selected the school district name you will be taken to a screen that lists all of the projects in the district. You will then be able to click on the school site name of the site you are interested in viewing and will have access to all information related to that site and any projects that have been entered into the PTN database for that site.