

# **USER MANUAL**

*Project Tracking Number*

**Department of General Services  
Office of Public School Construction**

January 2024

## **1.0 GENERAL INFORMATION**

### **1.1 System Overview**

The Office of Public School Construction (OPSC) Project Tracking Number 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 Number system is available to the general public. You do not need a password to view project tracking number data with a "read only" option. Districts, consultants and charter schools can login into OPSC Online system to add or update information for Project Tracking Numbers.

### **1.3 Points of Contact**

For additional information, please contact your OPSC project manager, found in the OPSC Directory of Services, under OPSC Online Resources page: <https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline/resources>.

## 2.0 SYSTEM FEATURES

### 2.1 Login

By logging in OPSC Online you will be allowed to create and modify existing records.  
 OPSC Online login page: <https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline/userm/login>

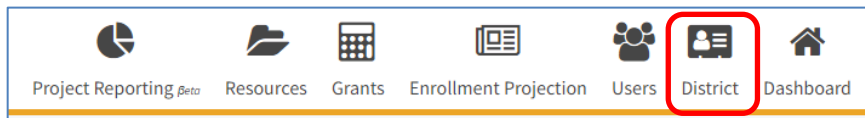
**Note:** If you do not have an OPSC Online account, please contact the OPSC Online Support [OPSCOnlineSupport@dgs.ca.gov](mailto:OPSCOnlineSupport@dgs.ca.gov) to create one for you.

### 2.2 PTN Generator

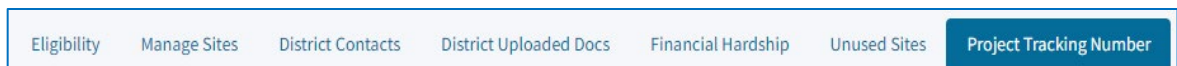
#### 2.2.1 View PTNs list

*Prerequisite: Login by following step 2.1*


1. While in your OPSC Online account, click on District tab on top menu.



2. Click on the District you need to see PTNs for (only one district would be listed for District Representatives/Superintendents but multiple districts for Super Delegates).
3. Click on Project Tracking Number tab on the new menu.





All district's PTNs would be listed in a table below the menu. Depending on how many PTNs are on the list, it might take a while to load.

Project Tracking Number 									
Type to filter...									
Nickname	Site Name	County	Project Tracking Number	Status	Project Type	OPSC App #	Submitted By	Submitted Date	
	New School	San Diego	68338-1389	Created	New Construction		aoleshko	01/29/2019	Notes Edit
	Audubon Elementary	San Diego	68338-880	Created	New Construction,Modi		aoleshko	10/11/2013	Notes Edit
	Taft Junior High	San Diego	68338-881	Created	New Construction,Modi		aoleshko	10/11/2013	Notes Edit
	Wangenheim Junior High	San Diego	68338-1444	Created	Modernization	57/68338-00-286	aoleshko	07/16/2019	Notes Edit

## 2.2.2 Add new PTN

*Prerequisite: Login by following step 2.1*

- At the bottom of the PTN list, click on  button.
- Click  button on the PTN info page.
- Complete the first page of the PTN wizard:

Project Tracking Number

- School / Site Name**
- Proposed Scope
- Review
- Submit

### School / Site Name

Please select School Name


Proposed School Name


Notes

Current District Representative

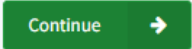
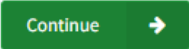
District Representative Phone


District Representative Email




- Select the School Name from the list of schools.
  - If you select „New School“ for School name, then „Proposed School Name“ is a required field.
  - If the project is on district’s buildings and not on a specific school site, select “Various” from the drop-down list.
- Insert Notes as needed.
- District Representative information is not editable, and it is displayed as shown on the Contacts list for the district.
- Click on  button when done.

## 4. Complete the second page of the PTN wizard:

- a. Select the School Type from the drop down list (required field)
  - b. Select the Program Type (required field)
  - c. Select the New Construction type (if applicable)
  - d. Select all the buildings in the project (required field)
  - e. Select Site Acquisition (if applicable)
  - f. Enter Proposed Acreage and Estimated Enrollment
  - g. Select State Funding required (if applicable)
  - h. Click on  button when done.
5. Verify on the Review page if everything is correct. Click on  button when done.





6. Click on  button on the Submit page.
7. The new PTN will show on the PTN list, on top of the list, if sorted by date submitted.
8. Note that Created PTNs cannot be deleted.

### 2.2.3 Edit existing PTN

*Prerequisite: Login by following step 2.1*

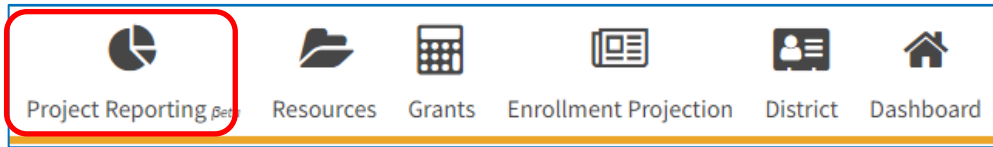
1. Click the Edit link showing at the end of each PTN listed of the PTN list

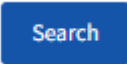
Project Tracking Number 										
Type to filter...										
Nickname	Site Name	County	Project Tracking Number	Status	Project Type	OPSC App #	Submitted By	Submitted Date	Notes	Edit
	Bird Rock Elementary	San Diego	68338-549	Created	Modernization		aoleshko	11/20/2008	Notes	Edit
	Muirlands Junior High	San Diego	68338-550	Created	Modernization		aoleshko	11/24/2008	Notes	Edit
	Tubman (Harriet) Village Eleme	San Diego	68338-845	Created	New Construction, Modr		aoleshko	12/03/2012	Notes	Edit
	Tubman (Harriet) Village	San Diego	68338-818	Created	Modernization		aoleshko	03/27/2012	Notes	Edit

2. Make any updates necessary on either of the PTN pages. The PTN will update when you click the  button on the respective page.

## 2.3 Project Tracking Number - View

- a. Anyone can view all PTN records in the database without logging in, on the Project Reporting page of the OPSC Online: <https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline/projectreporting> .



- b. Enter a valid OPSC application number, click on the  button then select the application from the results table:

**Project Search** Fund Release Report

Application Number:  District:  School Name / Site:

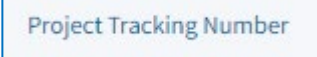
Project Tracking Number:  County:  Program Type:

DSA Number:  Project Type:

**Results**

Type to filter...

APP #	App Type	Status	District	County	School/Site	PTN #	DSA #
57/68338-00-100	SFP Modernization	SAB Approved	San Diego Unified	San Diego	Loma Portal Elementary	68338-0078	

- c. Click on the  link on the next screen. PTN info will be displayed.

**SAB Approved** ⓘ

**57/68338-00-100**

SFP Modernization

Application Information Fund Release Budget Summary Transaction History Modernization Eligibility New Construction Eligibility **Project Tracking Number**

### Project Tracking Number

<b>School / Site Name</b>	
Project Tracking Number	68338-78
School Name	Loma Portal Elementary
Proposed School Name	
Notes	Project Tracking # to be used for SFPD 4.08 submission to CDE.
Current District Representative	Gary Stanford
District Representative Phone	(858) 637-6280
District Representative Email	gstanford1@sandi.net
<b>Proposed Scope</b>	
School Type	
Program Type	Modernization
New Construction Type	
Number of Teaching Stations	8
Project Contains	
Site Acquisition Required	No
Proposed Acreage	
Estimated Enrollment	
Will State Funding Be Required	Yes