

City of Oceanside

eTRAKiT User Manual

A guide for using the online permitting system, eTRAKiT

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1.0 Change Control

Date	Change	Modified By	Comment
2/24/2010	I	Lucie Delorme	Initial Release
3/22/2010	II	Lucie Delorme	Added 7.1.2, 10.0
9/10/2012	III	Lucie Delorme	Updated Manual to eTRAKiT 3

2.0 Getting Started

- 2.1 Welcome to the City of Oceanside's Development Services Web Portal called eTRAKiT. Through eTRAKiT users have the ability to view records and check project status without logging in. Public registered users, who create an account, will have the ability to pay fees and view records in detail. And, Contractors will have the ability to pay fees, apply for permits, schedule and cancel inspections on their permits and view records.

2.2 CONTACTING US

- 2.2.2 For additional assistance with eTRAKiT, please contact:

Lucie Delorme, System Administrator
 Development Services Dept., Building Division
 300 N Coast Highway
 Oceanside, CA 92054
 Ph: 760-435-3923
 Fax: 760-435-3926
 Email: l.delorme@ci.oceanside.ca.us

For access to the latest version of this manual, the Contractor User Registration Application, and eTRAKiT updates, please visit the City of Oceanside home page at www.ci.oceanside.ca.us and click on the **eTRAKiT Online Permitting System** Quick Link.

3.0 Access eTRAKiT

- 3.1 The web site address for eTRAKiT is www.oceansidepermits.com. You may, also access eTRAKiT through the City of Oceanside homepage at www.ci.oceanside.ca.us and click on the Quick Link, **eTRAKiT Online Permitting System**.

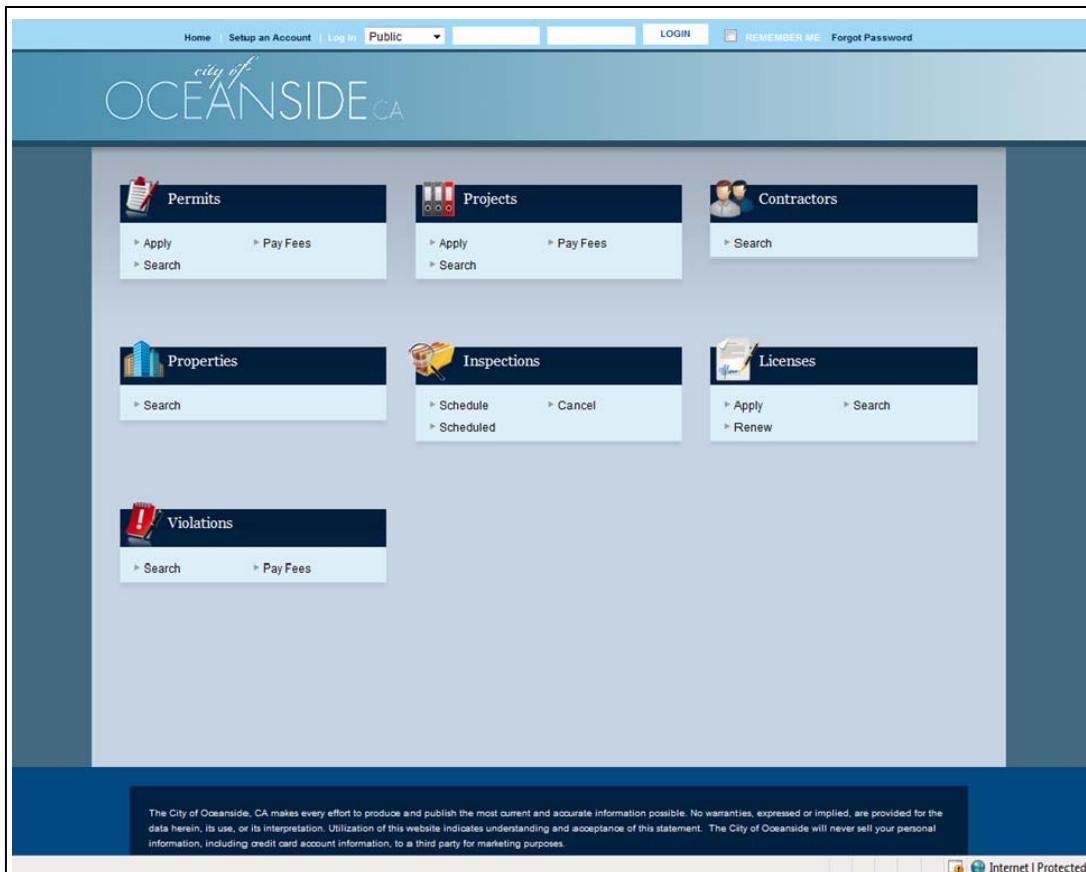


Figure 1-eTRAKiT Home Page

4.0 Public Registered User Login

- 4.1 Public Login: Enter your User Name and Password or Register to create a Login.

 A screenshot of the eTRAKiT Public Login page. The page features a sidebar with 'My Dashboard' containing links for Permits, Projects, Contractors, and Properties. The main area is titled 'Public Login' and contains fields for 'User Name' and 'Password', along with a 'LOGIN' button. A large arrow points from the sidebar towards the login form. Below the form is a note for new users: '* New users [Click here](#) to Register. Forgot your password?'

4.2 Register for a Public Login: Enter the required information and click the CREATE ACCOUNT button.

Create New User Account

* Required fields

Company Name:

First Name:

Last Name:

Address:

City:

State:

Zip:

Email:

Phone:

Ext:

Log-In Name:
(letters/numbers only)

Password:
(6 to 15 letters/numbers only)

Confirm Password:

Figure 2-Create New User Account

5.0 Searching and Viewing Records

5.1 Enter Search Parameters-Choose the field you would like to search by, then select the parameter (i.e. contains, begins with etc) and enter the value to search for, then click on the SEARCH button.

Permit Search

Search By: Permit Number CONTAINS

?

5.2 Search Results: Click on the Row you would like to view details on.

The screenshot shows the eTRAKiT software interface. On the left is a sidebar with various links: My Dashboard, Permits (Apply for a New Permit, Search Permits, Pay Fees), Projects (Apply for New Project, Search Projects, Pay Fees), Contractors (Search), Properties (Search), Inspections (Schedule, Cancel, View on Map, Scheduled), and Licenses (Apply for New License). The main area is titled "Permit Search". It has a search bar with "Search By: Permit Number", "CONTAINS", and a dropdown menu set to "WEB12-". Below the search bar is a table titled "Permits" with the following columns: Permit Number, Application Date, Approved Date, Issued Date, Finalized Date, Expiration Date, Permit Type, and Permit Status. The table contains 10 rows of data.

Permit Number	Application Date	Approved Date	Issued Date	Finalized Date	Expiration Date	Permit Type	Permit Status
WEB12-0281	08/06/2012	08/06/2012	08/06/2012		08/06/2013	SFD AC REPLACEMENT	
WEB12-0282	08/06/2012	08/06/2012	08/06/2012		08/06/2013	SFD AC REPLACEMENT	
WEB12-0283	08/06/2012	08/06/2012	08/06/2012		08/06/2013	SFD AC REPLACEMENT	
WEB12-0284	08/07/2012	08/07/2012	08/07/2012		08/07/2013	SFD ROOFING	
WEB12-0285	08/09/2012	08/09/2012	08/09/2012		08/09/2013	SFD AC REPLACEMENT	
WEB12-0286	08/09/2012	08/09/2012	08/09/2012		08/09/2013	SFD AC REPLACEMENT	
WEB12-0287	08/10/2012	08/10/2012	08/10/2012		08/10/2013	SFD AC REPLACEMENT	
WFR12-0288	08/10/2012	08/10/2012	08/10/2012		08/10/2013	SFD AC REPLACEMENT	

Figure 3-Search Results

5.3 Viewing Search Results: The permit record has tabs that can be clicked on for details. Also, the Search Results appear to the left and can be navigated while viewing permit records.

This screenshot shows the same eTRAKiT interface as Figure 3, but focusing on a specific permit record. The sidebar remains the same. The main area now shows a "Change Record" section on the left with a "Search Results" table containing a list of permit numbers from WEB12-0281 to WEB12-0300. The permit number "WEB12-0294" is highlighted. To the right, the details for "Permit #WEB12-0294" are displayed. A tab navigation bar at the top of this section includes "Permit Info", "Site Info", "Inspections (1)", and "Reviews". The "Permit Info" tab is active. The details shown are: Type: SFD WATER HEATER REP, Subtype: , Description: , Status: ISSUED, Applied Date: 8/15/2012, Issued Date: 8/15/2012, Approved Date: 8/15/2012, Finalized Date: , and Expiration Date: 8/15/2013. At the bottom of the "Permit Info" section, there are navigation icons for back, forward, and search, along with the text "page 15 of 15".

6.0 Paying Fees

- 6.1 Login: In order to pay fees, users must be logged in.
- 6.2 Find: Search for the Permit or Project that has outstanding fees to pay.
- 6.3 Pay: Click on the Pay All Fees button.

- 6.4 Shopping Cart: Confirm the Permit or Project you are about to pay, and then click on the PROCEED TO CHECKOUT button.

6.5 Click on the PROCEED TO PAYMENT button.



6.6 Enter your Credit Card information

This screenshot shows the 'city of OCEANSIDE CALIFORNIA ONLINE WEB PAYMENTS' page. It has sections for 'Payment from credit card' (with fields for Credit Type, Card Number, and Expiration Date) and 'Charges' (showing SubTotal, Shipping Charge, Tax, and Total). At the bottom is a blue button labeled 'Complete Transaction' with a white arrow pointing to it.

Charges		
SubTotal :		\$343.0
Shipping Charge :		\$.0
Tax :		\$.0
Total(Price Includes Tax):		\$343.0

6.7 Click on the COMPLETE TRANSACTION button.

7.0 Permit Application

- 7.1 To apply for a Permit, users must register by filling out the eTRAKiT Registration Application.
- 7.2 Select the Apply for a New Permit menu option under the Permits menu.
- 7.3 Enter the Company name and Password (provided by the City of Oceanside).

My Dashboard

- Permits**
 - Apply for a New Permit
 - Search Permits
 - Pay Fees
- Projects**
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Contractors**
 - Search
- Properties**

Contractor Login

Company: John Smith Construction

Password: **LOGIN**

7.4 Permit Declaration: Please read the Permit Declaration and click CONTINUE

My Dashboard

- Permits**
 - Apply for a New Permit
 - Search Permits
 - Pay Fees
- Projects**
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Contractors**
 - Search
- Properties**
 - Search
- Inspections**
 - Schedule
 - Cancel
 - View on Map
 - Scheduled
- Licenses**
 - Apply for New License
 - Search Licenses
- Violations**
 - Search

You hereby affirm under penalty of perjury that you are licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions code, and your license is in full force and effect. You agree to comply with all city, county, and state laws relating to building construction and hereby authorize representatives of the City of Oceanside and County of San Diego to enter upon the property for inspection purposes. All permits will be verified upon issuance. Plumbing and roofing permits issued to B (General) License contractors will be void and ineligible for refund.

Expiration: This permit will expire if the work has not started within one calendar year from the issuance date, or if the work starts and then stops for a period of six months. One extension of up to six months may be granted if requested in writing. All work authorized by this permit must be completed within 3 years from the issuance date.

Fees: "Total fees due" refer to Building Division fees only. All other fees (i.e. traffic, drainage, water meter, school, inclusionary housing, etc.) are paid separately.

I agree I disagree

CONTINUE

7.5 Step 1 Enter Permit Information

Permit Application

STEP 1 ENTER PERMIT INFORMATION

Permit Type Information

PERMIT TYPE:

Description:

*Job Value:

Location

Enter part or all of address: **SEARCH**

CANCEL **NEXT STEP**

- 7.5.1 **Permit Type Information:** Select the Permit Type and enter the Description and Job Value
- 7.5.2 **Additional Information:** Some of these fields have default values, since permits obtained online must be for single family dwellings. Click on the arrow to view drop down lists.
- 7.5.3 **Location:** Enter part or all of the address and click SEARCH
- 7.5.3.1 Select the correct address by clicking on the highlighted row.

- 7.5.4 Click NEXT STEP

Permit Application

STEP 1 ENTER PERMIT INFORMATION **STEP 2** **STEP 3** **STEP 4**

Permit Type Information

PERMIT Type: SFD WATER HEATER REP PERMIT Subtype:

Description: REPLACE WATER HEATER

*Job Value: 1500

Additional Information

OCCUPANCY TYPE: R3

CONSTRUCTION TYPE: VB

Location

2300 FALLINGLEAF RD
OCEANSIDE, CA 92056

Address Lookup

CANCEL NEXT STEP

7.6 Step 2 Enter Contact Information

- 7.6.1 Please enter the Contractor, Owner and Applicant Contact Information

7.7 Step 3 Review and Submit

- 7.7.1 This tab allows you to review your application and make changes.

7.8 Step 4 Payment-Checkout Summary displays the fee amount(s) that you are about to proceed with. Click the PROCEED TO PAYMENT button to pay and complete the permit application.

7.9 Enter Payment Information and click on Complete Transaction.

The screenshot shows the payment interface for the City of Oceanside. At the top, it displays the city logo and "ONLINE WEB PAYMENTS". Below this, there are fields for "Payment from credit card" including "Credit Type: Visa Card", "Card Number", and "Expiration Date". To the right, there are links for "View Cart" and "Return to Online Payment Services". A "Charges" section lists the total amount: SubTotal \$55.00, Shipping Charge \$0.00, Tax \$0.00, and a bolded "Total(Price Includes Tax): \$55.00". At the bottom, a blue button says "Complete Transaction".

7.9.1 The Payment Summary will display whether or not your transaction was approved.

The screenshot shows the user's dashboard with various permit-related links on the left: Permits, Projects, Contractors, Properties, Inspections, Licenses, and Violations. The main area is titled "Permit Application" and shows the progress through four steps: STEP 1, STEP 2, STEP 3, and STEP 4 PAYMENT. The "PAYMENT" step is highlighted in dark blue. Below it, the "Payment Summary" section displays the message "The Transaction is Approved" and provides detailed receipt information: Receipt No: WEB995, Amount Paid: \$55.00, Paid Date: 9/11/2012. It also lists the company details: John Smith Construction, Address: 1234 Any Town Street, City, State, Zip: Oceanside, CA, Phone: (760) 222-2222. At the bottom, there are four buttons: VIEW PERMIT, PRINT SUMMARY, REQUEST INSPECTION, and PRINT PERMIT.

8.0 My Dashboard

8.1 My Open Permit Applications: Applications that are not completed will show up in this section. You can choose to complete or delete the application.

8.2 My Active Permits: This section allows you to print the permit or go to the permit record.

8.3 My Active Inspections:

This section allows you to schedule an inspection.

[DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#) LOGGED IN AS: JOHN SMITH CONSTRUCTION

Hello John Smith Construction.
Below is a Dashboard of your current activities.

My Open Permit Applications

Applications In Progress	Permit Type	Created Date	Delete
Continue		9/10/2012	
Continue		9/11/2012	
Continue	SFD WATER HEATER REP	9/11/2012	
Continue		9/11/2012	
Continue		9/13/2012	
Continue		9/13/2012	

My Active Permits

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	Edit	Delete
CRW-PERMIT	1111 ANYWH...	SFD WATER REPIPE	ISSUED		\$1,466.11		
WEB12-0301	1500 BELMO...	SFD WATER HEATER REP	ISSUED		\$0.00		
WEB12-0302	1006 MORSE...	SFD WATER HEATER REP	ISSUED		\$0.00		
WEB12-0303	1300 BELLI...	SFD WATER HEATER REP	ISSUED		\$0.00		

My Active Inspections

REC NO	REC TYPE	ADDRESS	INSPECTION	DATE	STATUS	Edit	Delete
CRW-PERMIT	PERMIT	1111 ANYWH...	430 PLUMB MISC	9/12/2012	ISSUED		
WEB12-0301	PERMIT	1500 BELMO...	**920E FINAL	Schedule	ISSUED		
WEB12-0302	PERMIT	1006 MORSE...	**920E FINAL	Schedule	ISSUED		
WEB12-0303	PERMIT	1300 BELLI...	**920E FINAL	Schedule	ISSUED		

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Version: III

Created by: LDelorme

September 12, 2012