

# RTP Dashboard Aid

In an effort to serve our customers more effectively, the Office of Procurement Services (OPS) has developed the "RTP Dashboard" so agencies can check the status of a **Request To Purchase (RTP)** in real time. The Dashboard will show where an RTP is in the procurement process, including dates and comments, and the status is updated on a daily basis. If you need more details or have questions, you can contact the analyst assigned or your agency's Procurement Single Point Contact.

## View and Search for RTPs

For Agency best viewing, we suggest you first filter on the **"Requesting Agency"** column and select your agency.

Select	ID#	Status	Requesting Agency†	RTP Received
	3516	In Progress	Cooperative Purchasing Program M...	12/17/2015
	3497	Assigned	Cooperative Purchasing Program M...	12/4/2015
	3478	Assigned	Cooperative Purchasing Program M...	11/17/2015
	3491	In Progress	Ohio Bureau of Workers Compensa...	12/2/2015
	3548	Pending Review	Ohio Department of Administrative...	1/27/2016
	3536	In Progress	Ohio Department of Administrative...	1/13/2016
	3535	In Progress	Ohio Department of Administrative...	1/13/2016
	3502	Pending Review	Ohio Department of Administrative...	12/9/2015
	3500	Pending Review	Ohio Department of Administrative...	12/9/2015

## Selecting your RTP

Under the Select column click on the selector of the RTP you would like to view. Once the form is populated the selector icon will change to black . The data will take a few seconds to load to the form.

Select	ID#	Status	Requesting Agency↓
	3548	Pending Review	Ohio Department of Administrative Services
	3536	In Progress	Ohio Department of Administrative Services
	3535	In Progress	Ohio Department of Administrative Services
	3502	Pending Review	Ohio Department of Administrative Services
	3500	Pending Review	Ohio Department of Administrative Services

If you have questions related to a RTP, please contact the DAS Analyst that is assigned to the RTP.

If you have a technical question regarding the site, please contact Dante Talley at 614-728-8486 or [dante.talley@das.ohio.gov](mailto:dante.talley@das.ohio.gov).

**RTP Dashboard is view only**

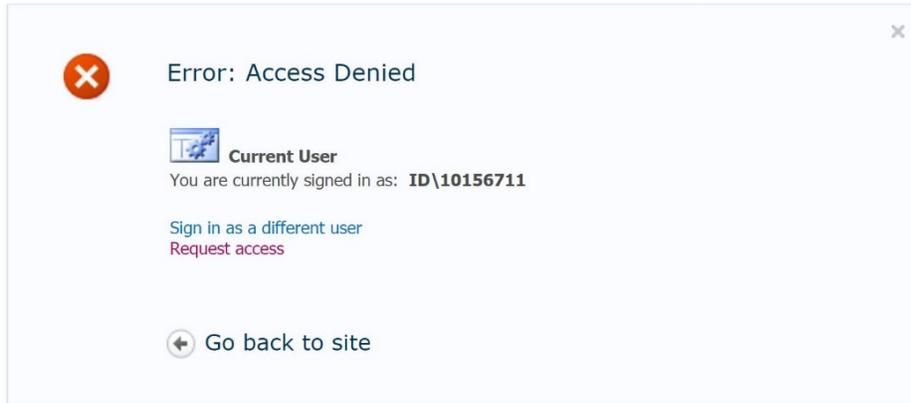
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## How to Request Access

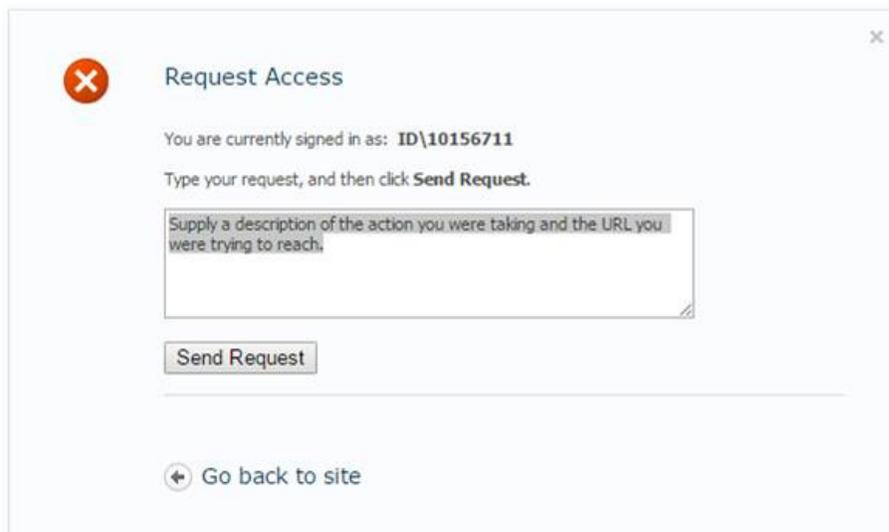
**Step 1** Enter the URL in your **Microsoft Explorer** browser (SharePoint performs best in Explorer).

<https://dasportal.sp.ohio.gov/sites/RR/Lists/PSMasterData/Dashboard.aspx>

**Step 2** Select **Request access**.



**Step 3** Click **Send Request**. You will receive a confirmation by email once your request is processed.



If you are having login issues, be sure your credentials are in this format:

**User Name:** ID\XXXXXXXXX

**Password:** XXXXXXXXXXX

If your User Name domain is not **ID**, login as a Different User.

For any help with login or technical questions please contact Dante Talley, [dante.talley@das.ohio.gov](mailto:dante.talley@das.ohio.gov) or 614-728-8486.