



Caltrans

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# FormsPLUS 5.00

## Local Assistance Electronic Forms & Database



### Key Features

- Four working screens for tracking project information
- Easy navigation between project screens
- Pertinent project information automatically inserted on project forms in related fields
- Integrated help system
- Multiple agency functionality
- Multiple report options
- Provides nearly 180 electronic forms contained in the Local Assistance Procedures Manual and the Local Assistance Program Guidelines

### What is FormsPLUS?

FormsPLUS is a helpful tool for local and regional transportation agencies. It helps agency staff perform two key activities:

- (1) Complete the forms required for transportation projects
- (2) Track the status of forms during project delivery

FormsPLUS gives users nearly 180 electronic forms contained in the *Local Assistance Procedures Manual* and the *Local Assistance Program Guidelines*. The forms in these two Caltrans manuals are essential for state-funded and federal-aid local transportation projects.

### Who Made FormsPLUS?

FormsPLUS was developed by the Caltrans Division of Local Assistance to help local and regional transportation agencies meet the increasing demand for transportation projects. Using FormsPLUS makes it easier to complete forms required for state and federal-aid projects.

Helping agencies comply with regulations to deliver their projects is one way that Caltrans is achieving its mission to improve mobility across California.

### Why Use FormsPLUS?

FormsPLUS has been designed specifically for staff in local and regional transportation agencies.

Here are some of the reasons to use FormsPLUS.

- User-Friendly
- Saves Time
- Reduces Errors
- Quick & Easy to Learn
- Online Manuals
- Installs Quickly
- Easy "Wizard" Installation
- Tutorial Included
- Reference Materials

Designed to be user-friendly; staff complete forms using convenient features such as drop-down lists, check boxes, auto-calculations, and global fields. The use of global fields in FormsPLUS saves staff time because they only need to enter project information once. FormsPLUS helps staff to track the status of forms over the lifetime of a project.

### New Features of 5.00

The new version of FormsPLUS 5.00 may provide users network application if the user has his own FileMaker Pro 7 Server.

### More Information

Contact your local Caltrans District Local Assistance office or email [FormsPLUS@dot.ca.gov](mailto:FormsPLUS@dot.ca.gov)

