



FAQ SRTS CYCLE 3 ON-LINE APPLICATION

How do I ensure that the document I uploaded is saved to the system?

Use the "Browse" button to find the document file you want to upload. Once you find and open the document file, the pathname will appear in the upload field. You must then: 1) Press the Enter/Return key on your computer to upload the file; AND 2) Click on the "Save as Draft" button at the bottom of the online application in order to ensure that the file was uploaded to the system.

How do I edit an uploaded document?

First, be sure to save the template document to your computer's hard drive. You can then input your project information using the appropriate program (Excel, Word, etc). Then save your work as a new file and upload the document. If you need to make changes to the document once it has been uploaded, you will need to make the changes to the file saved on your hard drive and re-upload that document to the system. The newly uploaded document will overwrite any previously uploaded document in that particular field.

How do I prepare my on-line application using Word?

Use the "Print Question Legend" feature at the top of the application page to create a pdf file of the application. You can then copy and paste the text from the pdf file into a Word document and input your responses in that file. You can then copy the text from the Word document back into the appropriate text box fields in the online application.

Do I need to use a new project name for multiple applications?

You do not need to use a new project name on each individual application, however, it is strongly recommended that you do so in order to keep each application clearly separated and defined for both the submission and review processes.

Is there a spell check feature in the online application?

There is no spell check feature in the online application, so it is strongly encouraged that you complete your application in a word processing program like Microsoft Word, use the program's spell checker, and then cut and paste the text into the online application's text box fields. If your computer has a spell checking program (e.g., Firefox, etc), you may use that to spell check the text you write into the online application's text box fields.

How do I retrieve an application that has been submitted?

Once an application is submitted, the only way to retrieve the application would be to contact your [District Safe Routes to School Coordinator](#) who will be able to return the application to you through administrative rights in the online system. Please be advised that this process is reserved for corrections to "errors and omissions" during the application submittal process.

How do I print a full application including all uploaded documents?

Use the "Print Packet" feature to print the complete application. The uploaded documents within the online application will print at the end of the application questions. The cover sheet will also print at the end of the printed packet. The cover sheet needs to be placed as the first page in your printed application submittal to Caltrans. *Please note: the final application must be printed prior to submitting the online application as you will lose access to the application once submitted.*

In addition to the online application, two hard-copy applications are required to be submitted to the [DLAE](#). Any un-used school data fields can be eliminated from the "Print Packet" prior to submittal by either discarding those pages or choosing a range of pages to print. Once the Print box appears, select **Pages** and include the range of pages that you want to print. For example, to print pages 1 thru 4 and 10 thru 15, type: 1-4, 10-15 then click **OK** to print the range of pages. Because the first page in the "Print Packet" is the Application Summary Sheet and is not numbered, it is recommended that you add "1" to the beginning and end of the print range to ensure that the correct pages are selected for printing.