THE ROADS AND TRANSPORT ALLIANCE

Guide for completing and submitting e-forms

The Roads and Transport Alliance Project Team is now offering 'Java-enabled' Adobe Acrobat PDF versions of some forms to allow RRTGs to complete the form electronically and submit it online, without needing to print or complete the form in hardcopy.

Information technology departments often configure the settings on Adobe Acrobat differently from the default to meet their own unique security requirements. To ensure that our forms can be used as intended, these instructions will help you set up a 'Trusted' location to save and access the files on your own local file directory.

First time use:

1. Open Adobe Acrobat Reader. Acrobat Reader is free software and can be downloaded at https://get.adobe.com/uk/reader/

2. Click on 'Edit' to reveal the drop-down menu, then click on 'Preferences'.

    Note: Your version may appear different in colour.

Queensland Government
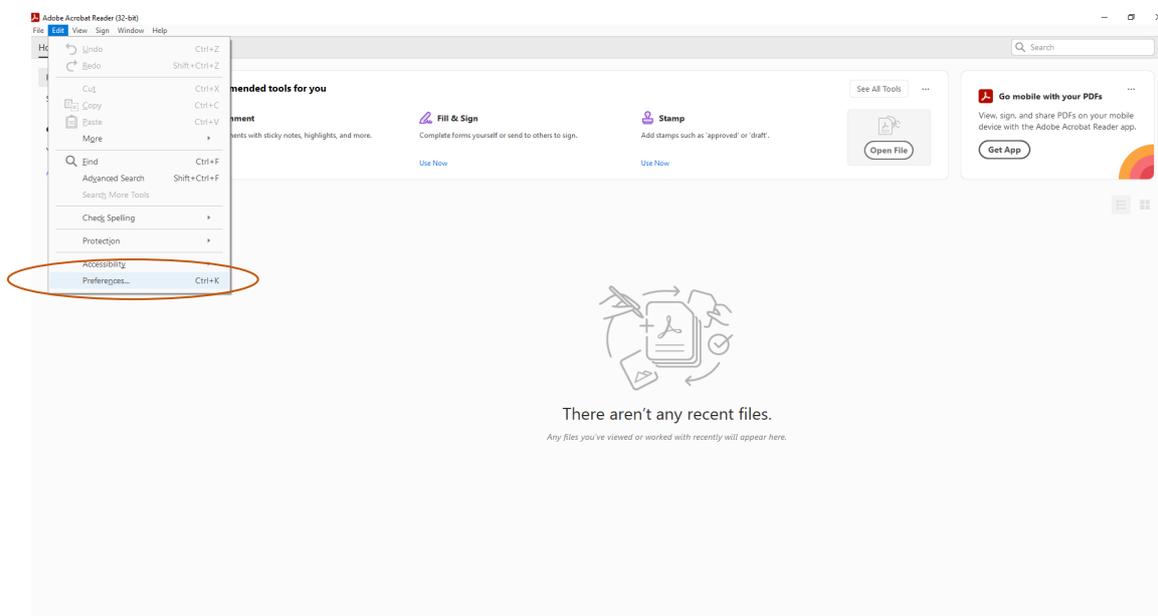
3. The Preferences 'pop-up box' will appear. Click on 'Security (Enhanced)' from the 'Categories' menu on the left-hand side.
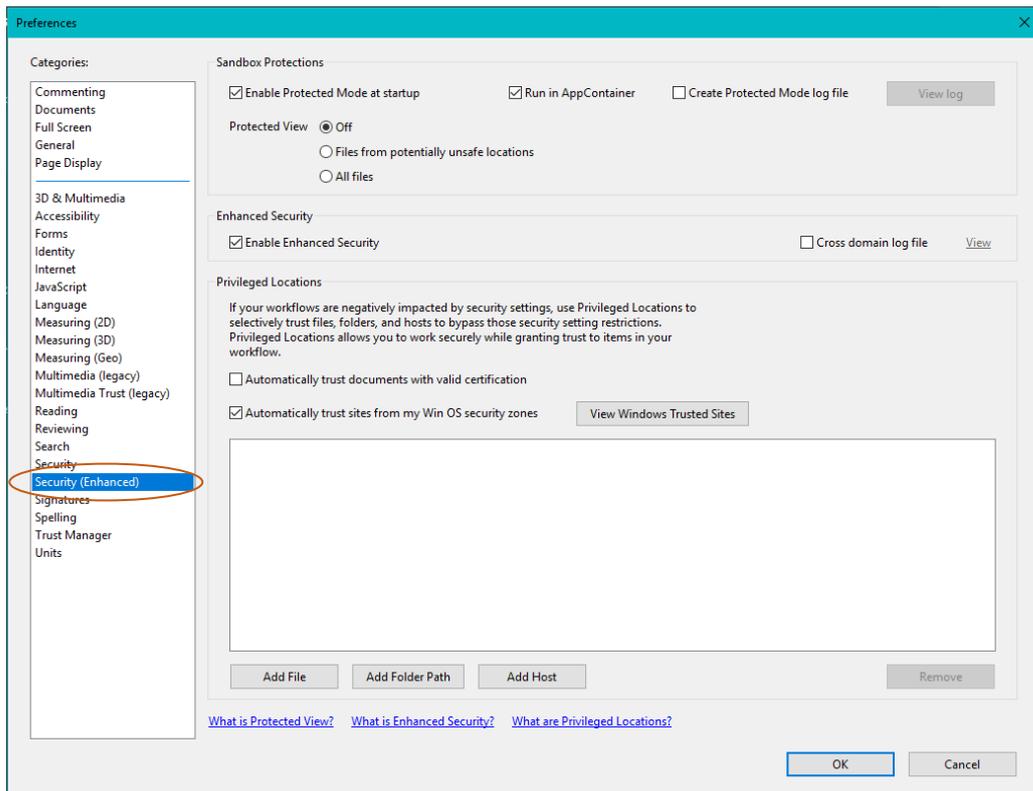
4. Click on the 'Add Folder Path' button.
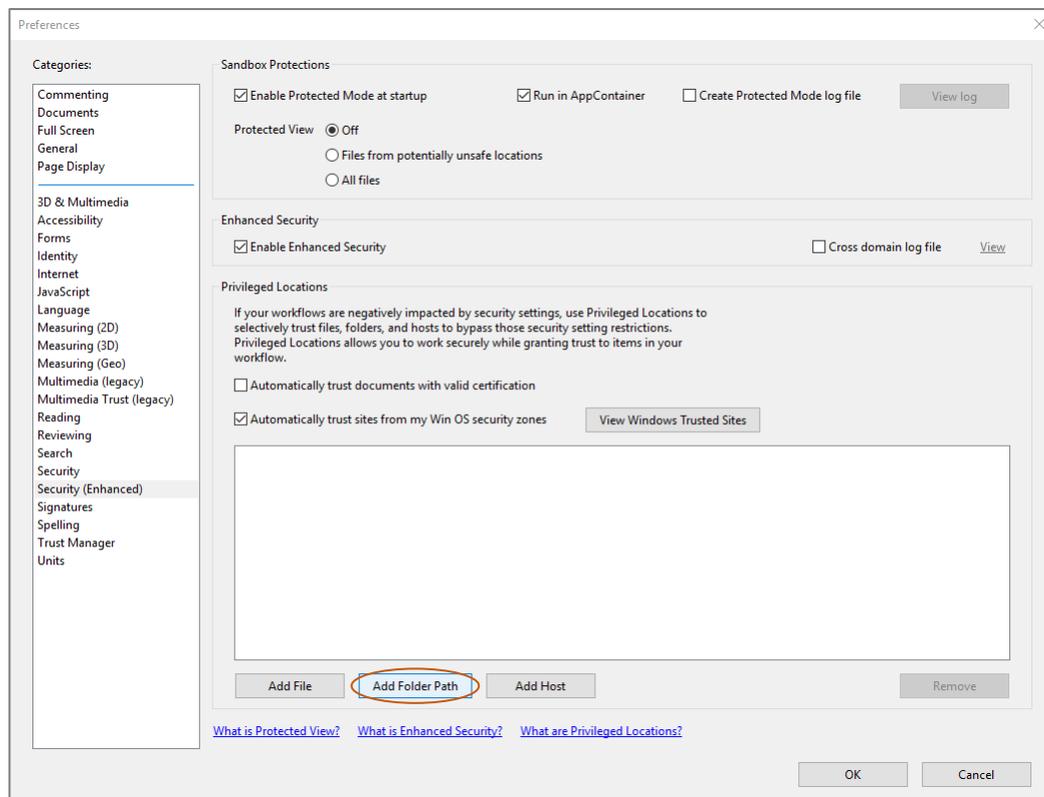
5. Use the Folder Path pop-up box to choose a location to create a new folder to save your Forms to, then press 'OK'.
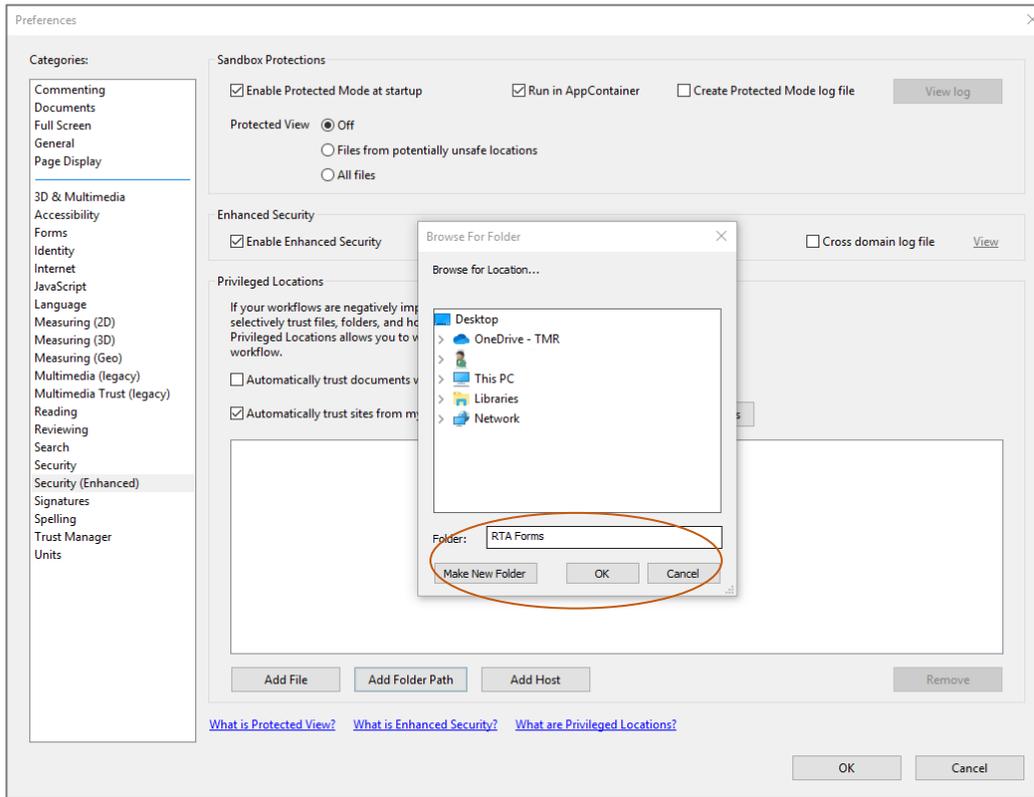
6. If the file path is correctly listed in the locations field, press 'OK' to close the box.
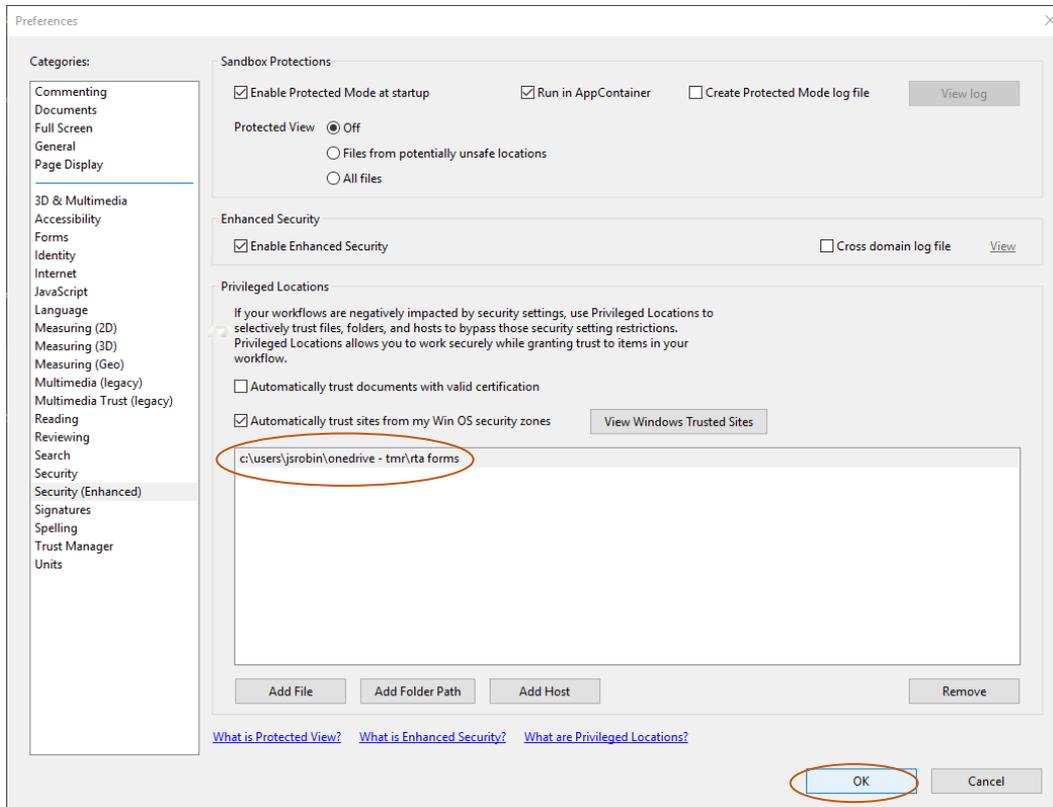
Using an RTA e-form

1. Navigate to the [RTA website](#) and open the relevant form by clicking on the hyperlink or if opening from an email click the file icon.

2. If the 'JavaScript' error warning appears, use the 'Options' button to 'Enable JavaScript.
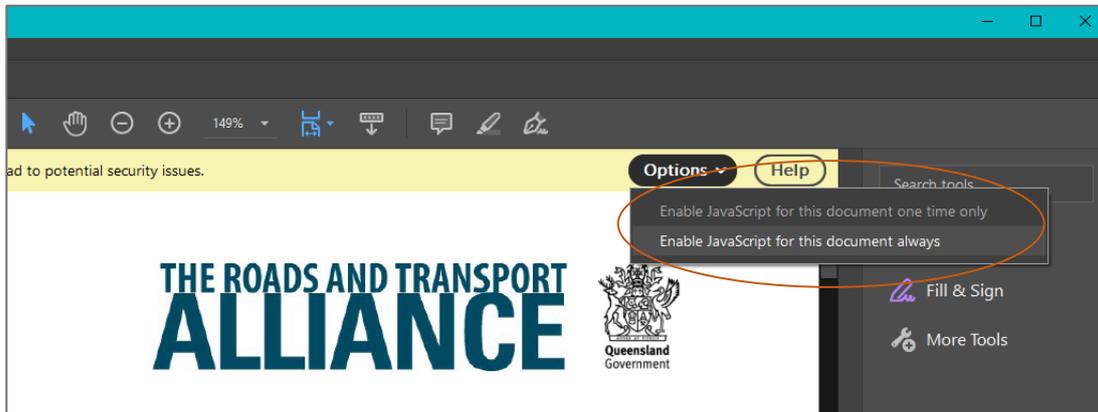
3. The purple 'Submit Button' bar should appear.
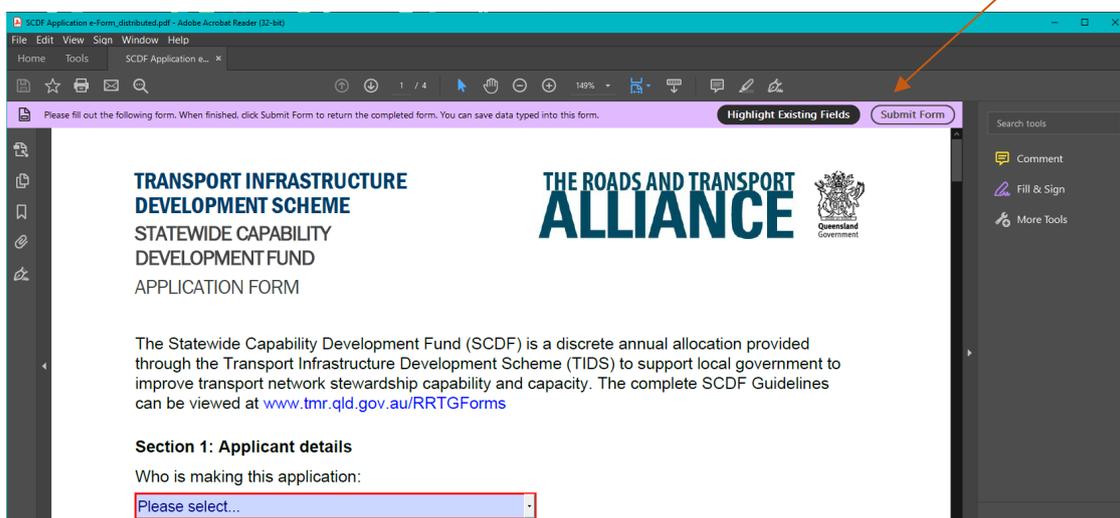
4. Save the document to the 'trusted' folder location that you created previously.

5. Complete the form, then save it again to ensure your answers are secured.

6. Once completed, use the 'Submit Form' button on the purple menu bar to submit the form to the Roads and Transport Alliance Project Team.

7. You will be asked to add and/or check your name and email address. Enter this information and then press 'OK'.

8. You will receive an 'outgoing message notification', similar to this:
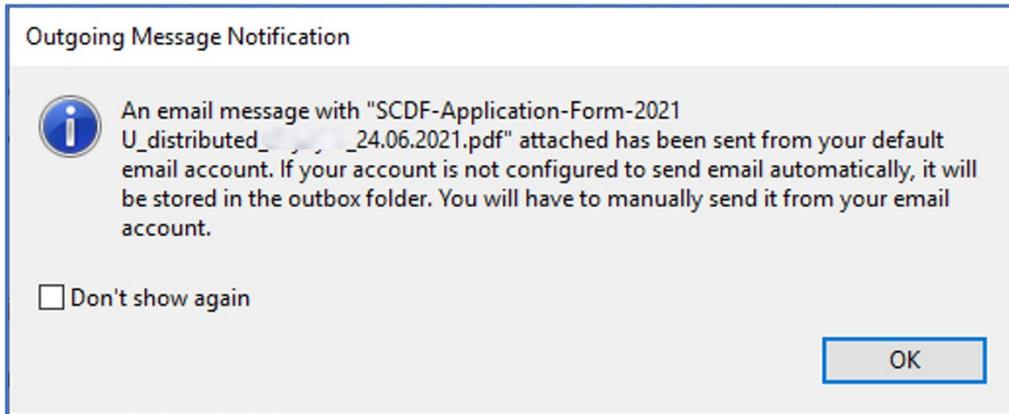
Once you see this notification you can presume that your form has been submitted.

Despite the warning offered, almost all email accounts are configured to send automatically. If you want to confirm your form has sent, you can check your 'sent' emails or 'outbox'.

Your sent email will look like this, not like the completed form.
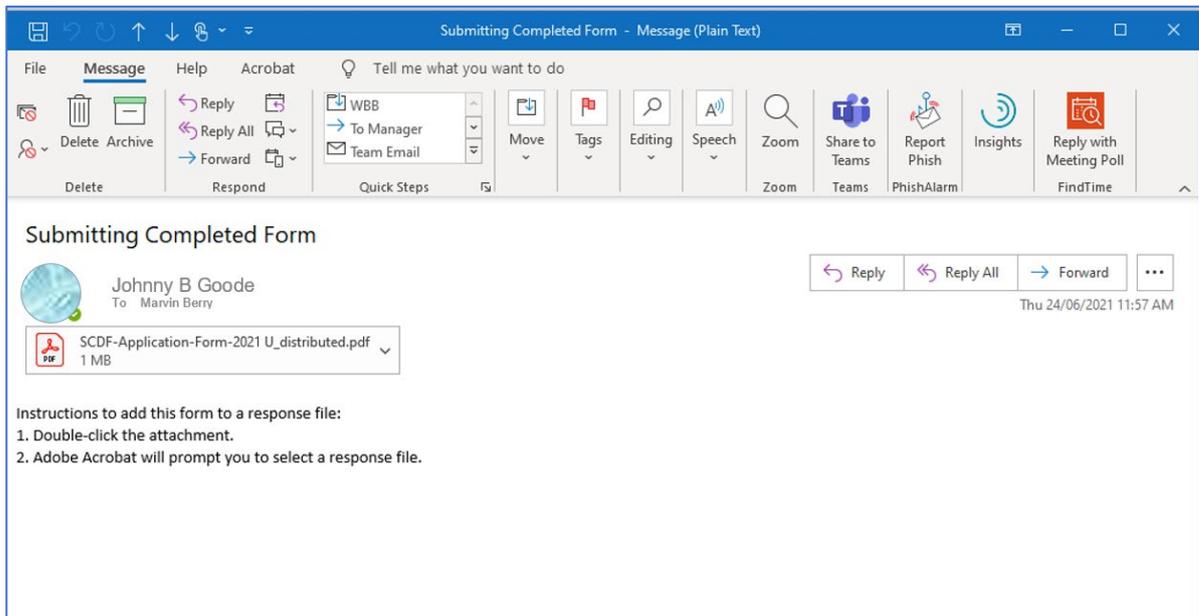
9. If the form fails to submit for any reason, email the form as an attachment to RRTGForms@tmr.qld.gov.au

You may also email the team if you have any questions about completing the form.