NAVIGATING IN APPCENTRAL
Quick User Guide

Page navigation

AppCentral provides a number of cues to help you navigate and complete documents in the system.

The Red Banner
> This banner above the document indicates the pages with fields that must be filled out before the document can be submitted.

Messages
> Any messages from Medical Affairs will be displayed at the top of the application form, such as "Action required" or identifying the documents that must be attached.
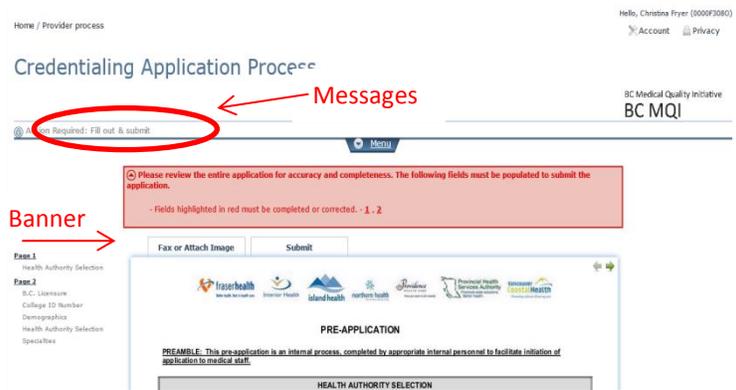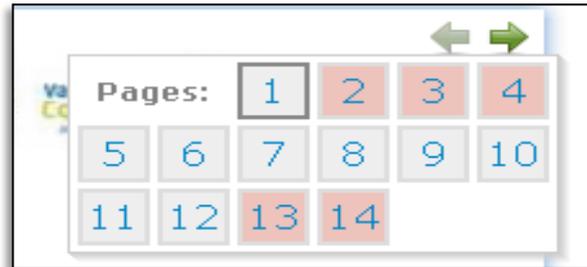

Green page arrows
> These arrows allow for navigation between pages. Find them in the upper right corner of the document.

Page numbers with a red background
> Indicates pages that have required fields that must be completed.

Page numbers with a dark border
> Indicates the page you are viewing

Jump to any page by clicking on the page number in this pop-up window

⚠️ Don't use the 'back button' on your internet browser. It is not supported in AppCentral. Inadvertent use of the back button will result in an error message – and will require you to log back into AppCentral.

Red highlighted fields
> These indicate fields that must be filled out. Required fields will be outlined in red when empty.
>
> The red outlines disappear when *all the required fields on that page are filled out.*

Grey fields

Indicate fields that cannot be changed by you. These are pre-populated with information entered by Medical Affairs.

Blue text

Indicate fields that will not import into Visual Cactus – and therefore will be entered manually by Medical Affairs.

Yellow highlighting

Will appear in an application that is returned to you. It indicates field(s) that must be updated before resubmitting the application.

Green outline

Identifies fields that were updated by you.

The yellow highlight and green outlines will remain in the document even after you complete the fields to re-submit.

Optional: Include a message in the *Add a message* field.

Fill out and submit

The **Provincial Application** and the **Privilege Request Forms** can be submitted to Medical Affairs using:

- the **green submit button** at the at the top of the application. The submit button at the top of the application form is the only place where a practitioner can include a message for Medical Affairs.

- Or the **green submit button** at the bottom of the application. The message option is not available on the bottom submit button.