COMPLETE APPCENTRAL DOCUMENTS
QUICK USER GUIDE

Completing/Filling out AppCentral Documentation

Completing/filling out documentation as part of an AppCentral process begins on the AppCentral Home screen. An appointment process is displayed with each of its related documents listed below the process title.

Four conditions are displayed for each document. They are:

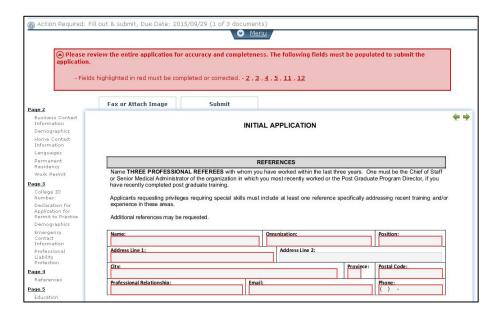| Condition	Definition
Due Date	This is the date by which the completed document needs to be submitted by.
Action Required	This identifies the action required by you. There are two types of actions: **Fill out & submit** documents must be completed and submitted electronically, and **Read document** which you only need to open and read. In some cases a read document may need to be downloaded, completed (and signed), and then attached to the application as an attachment. There will be instructions included in the application when this is applicable
Paperclip Icon	This indicates the number of attachments currently attached to the document.
Status	This is the current status of the document.

How to Start an Application Process

Clicking on any document in the listing will open that document. If this is the first time any document in the process has opened, you will be required to correctly answer the questions presented to identify yourself before continuing.

Completing the Electronic Document

When completing documents electronically the system will guide you by highlighting required fields and identifying required attachments.

1. A red banner above the document will tell you which pages contain fields that must be filled out for the document to be submitted.
2. The required/mandatory fields will be outlined in red when empty. Once information has been entered into the field, the red outline is removed.

Document Menu Items

Some features are available in the drop-down document menu in the document header when you click the **Menu** tab.

1. **Messages** – Any messages from the medical staff office regarding this document will be displayed in this section.

2. **Actions** – The action choices available to you are displayed in this section:

   i.   **Add Attachment** – This action is used to attach documents and images to an application
   ii. **Export to PDF action** – This action is used to create a PDF version of the document