# NAVIGATING IN APPCENTRAL
# QUICK USER GUIDE

Page Navigation

One advantage to completing documentation electronically is the guidance AppCentral offers by highlighting required fields, attachments or actions required by the practitioner. Below are some key f**eatures:**

- **A Red Banner** above the document tells you which document pages contain fields which must be filled for the document to be submitted to Medical Affairs Office and which attachments you must make to the document if any.
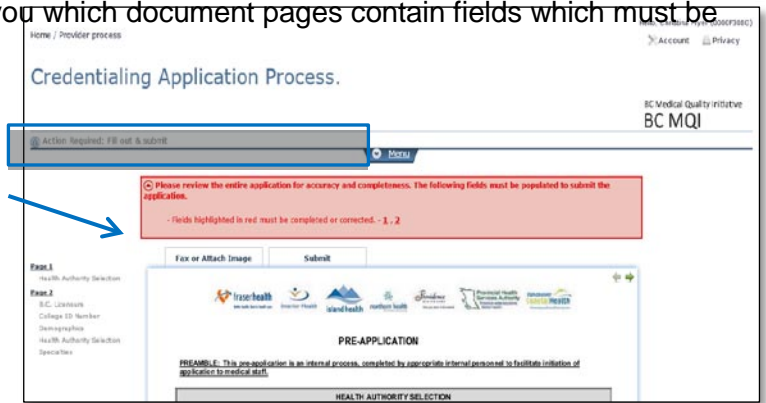
- **Messages** from the Medical Affairs office to a practitioner will be displayed on top of the application form, such as 'action required'.

- The **green page arrows** in the upper right corner of the document allow navigation between pages.
- The application has required fields that can be identified on the pages that have a **red** background in the navigation.
- You may jump to any page in this series by **clicking on its number** in this pop-up
- The page number with a **dark border** is the current the page open for review.
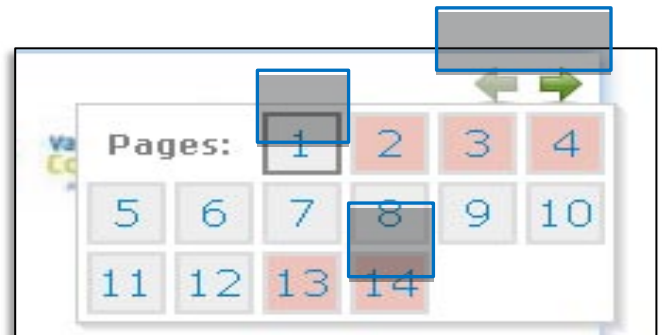
THE **'BACK BUTTON'** ON YOUR INTERNET BROWSER IS NOT SUPPORTED IN APPCENTRAL. IF A PRACTITIONER USES THE BACK BUTTON INADVERTENTLY THEY WILL RECEIVE AN 'ERROR MESSAGE' AND WILL NEED TO LOG BACK INTO THE APPCENTRAL APPLICATION.

After navigating to a page with required fields you will see the fields outlined in red **must be completed.**

BUSINESS CONTACT INFORMATION

Professional/Incorporated Name:

Address Line 1:
Address

Address Line 2:

City:
City

Province:
BC

Postal Code:
V5V 4R4

Phone:
(555) 555-5555

Ext:

Fax:
( ) -

Ext:

Email Address:
email

Cell:
( ) -

Pager:
( ) -

All of the required fields on the page must be completed before the **red outline disappears.**

SITE SELECTION

Medical Staff Category

Primary Site: Burnaby Hospital | Provisional

Alternate Site: Chilliwack General Hospital | Provisional

Alternate Site: Select Item... | Select Item

Alternate Site: Select Item... | Select Item

Alternate Site: Select Item... | Select Item

Fields populated with **grey text** are ones that the practitioner can't change. They are pre-populated based on the information that Medical Affairs enters into Visual Cactus.

Fields with **blue text** will not import into Visual Cactus. These fields will be entered manually into Visual Cactus by Medical Affairs.

COMMITTEE MEMBERSHIP AND LEADERSHIP ROLES

Facility or Program:

Committee/Leadership Role: | From: *(yyyy/mm/dd)* | To: *(yyyy/mm/dd)*

Facility or Program:

Committee/Leadership Role: | From: *(yyyy/mm/dd)* | To: *(yyyy/mm/dd)*

Facility or Program:

Committee/Leadership Role: | From: *(yyyy/mm/dd)* | To: *(yyyy/mm/dd)*

- An application that is returned will be highlighted in yellow and signals to the practitioner that the field/s must be updated and resubmitted to Medical Affairs.
- A **green outline** is used to identify any fields that were updated by the practitioner.
- The highlights that were originally added remain highlighted after the document is submitted back to Medical Affairs.
- A practitioner may choose to include a message

EMERGENCY CONTACT INFORMATION

First Name:
Jane

Last Name:
Stang

Relationship to Applicant (optional):
Wife

Notes:

in the 'Add a Message (optional)' field if needed.

Fill Out and Submit

- The Provincial Application and Privilege Request Forms can be submitted to Medical Affairs using the green submit button at the bottom of the application, or the green submit button 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. This option is not available on the bottom submit button.