



Filling Out Forms

Filling out forms in BP Logix is like completing most online forms. This document offers some suggestions where practices differ slightly.

Navigating in a Form

Following are some tips for navigating from one field to the next in electronic forms.

- In most cases you can press the **[Tab]** key to move from one field to the next
- If you are unsure of what a field is or what it is asking, try hovering your cursor over it. Oftentimes a tooltip with an explanation will appear
- Some fields are set to fill automatically based on an entry you have made in a previous field. This means that filling in or selecting information for one field will cause other fields to fill
- Many forms have an ATTACH FILE button. If you need to attach a file, it works just like attaching a file to an email message

Working with Required Fields

Some fields on forms are required. This means that you cannot submit the form until you have entered the requested/required information.

Required fields are identified in one or both of the following ways:

- A red asterisk appears in front of the field
- The field is bordered in red

If you forget or miss completing a required field, when you try to submit the form, you will be prompted to complete the missed field.

Using Save to Edit Later

There will be times when you need to stop working on a form even though it is not complete.

When that is the case, click **Save to edit later**

The form now appears in your *Task List* on the BP Logix homepage.

- The *Loading* icon may appear as BPLogix processes the information