

Ministry of Agriculture, Livestock and Supply

General Coordination of Information Technology – CGTI

MAPA – User Manual

PGA – SIGSIF - Product Registration

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1. OBJECTIVE

This manual describes the steps for the user to make an application for product registration. Enabling application look up, view application data, modify draft, delete application, cancel application, export list of results of look up and view events report.

2. PARTICIPANTS

Applicant establishment.

3. ACCESSING THE SYSTEM

The application will be available on the MAPA web application portal. To access the system the user must access the application portal (<http://sistemasweb.agricultura.gov.br>) and select the option **[PGA_SIGSIF]**.

4. STEPS

Here below are the instructions for using the functions provided by the system:

4.1 TO VIEW THE PRODUCT REGISTRATION APPLICATION

4.1.1 Within the system, select the "Select product registration" option in the Inspection Menu. The system will display the registrations look up screen as shown below.

Figure 1 – Screen – Look up Application for Product Registration

Consultar solicitacao de registro de produto = Look up application for product registration

Informativo de solicitacao / Produto registrado = Application information / Registered product

Ambito de inspecao = Scope of inspection

Razao social / Nome = Company name / Name

Denominacao de venda = Sales name

Product regulamentado = Regulated product

Tipo de solicitacao = Type of Application

No. do controle / Registro do estabelecimento = Control no. / Registration of establishment

UF Pais = Country

Process no = Process no.

Produto padronizado = standardized product

Situacao da solicitacao = Status of application

CNPJ / CPF

Processo de aprovacao = Approval process

Numero do registro do produto = Product registration number

Categoria de produto = Category of product

Situacao do produto registrado = Status of registered product

Campos de preenchimento obrigatorio = Fields that must be filled out

Consultar / Novo / Limpar = Look up / New / Clear

Solicitacao de registro de produto = Product registration application

Selecione = Select

Ambito de inspecao = Scope of inspection

No. de controle / Registro do estabelecimento = Control no / Registration of establishment

CNPJ / CPF

Razao social / Nome = Company name / Name

UF

Pais = Country

Tipo de solicitacao = Type of application

Situacao de solicitacao = Status of application

Processo no = process no.

Denominacao de venda = Sales name

Produto regulamentado = regulated product

Produto padronizado = standardized product

Categoria de produto = product category

Inicio de analise = start of review

Termino de analise = end of review

Processo de aprovacao = approval process

Nenhum registro encontrado = No registration found

[light blue boxes bottom right]

Visualizar / Imprimir = View / Print

Alterar Solicitacao = Modify application

Resolver Pendencia = Resolve Pending

Visualizar Ocorrencia = View event

Excluir Solicitacao = Delete application

Cancelar Solicitacao = Cancel application

[page 6 in original Portuguese]

4.1.2 To perform the look up it is necessary to provide the values of the fields and click on the "Look up" button.

Note: For information about look up fields, click on the "Tooltips". The system will display the description of the information the field should contain . (English)

By clicking on the "Clear Filters" button, all the filled-in fields will be cleared.

4.1.3 Upon clicking on Look up, the system will show the list of registrations of the performed look up.

Figure 2 – Screen - Results of Look up

Solicitacao de registro de produto = Application for product registration

[column headings]

Selecione = Select

Ambito de inspecao = Scope of inspection

No. de controle / Registro do estabelecimento = Control no / Registration of establishment

CNPJ / CPF

Razao social / Nome = Company name / Name

UF

Pais = Country

Tipo de solicitacao = Type of application

Situacao de solicitacao = Status of application

Processo no = process no.

Denominacao de venda = Sales name

Produto regulamentado = regulated product

Produto padronizado = standardized product

Categoria de produto = product category

Inicio de analise = start of review

Termino de analise = end of review

Processo de aprovacao = approval of process

[light blue boxes bottom right]

Visualizar / Imprimir = View / Print

Alterar Solicitacao = Modify application

Resolver Pendencia = Resolve Pending

Visualizar Ocorrencia = View event

Excluir Solicitacao = Delete application

Cancelar Solicitacao = Cancel application

[page 6 in original Portuguese continued]

The user can "Modify" or "Delete" a registration. To do this, it is necessary to select the desired record and click the button to perform such actions.

The system provides the functionality of exporting the result of the look up performed to a worksheet. In this case just click the "Export worksheet" button and it will automatically start downloading the file in CSV and XLS format

Note: The Export Spreadsheet feature will export all the registrations from the Look up. It is not necessary to mark the lines of the record.

4.2 APPLY FOR PRODUCT REGISTRATION

4.2.1 NEW APPLICATION

4.2.1.1 In the look up screen mentioned above, click on the "New application" button. The system displays the screen Apply for Product Registration:

[Table on page 7]

Inclusao da solicitacao de registro de produto = Inclusion of the product registration application

Informativo de solicitacao / Produto registrado = Application report / registered product

Solicitacao No = Application no.

Tipo de solicitacao = Type of application [solicitacao de registro de produto = product registration application]

Situacao atual = Current status [nova = new]

Data da ultima actualizacao de situacao = Date of last status update

Identificacao do estabelecimento solicitante = identification of establishment making application

Tipo do estabelecimento solicitante = type of establishment making application

Tipo do estabelecimento = type of establishment [nacional = domestic]

Ambito de inspecao = Scope of inspection [SIF]

Pais = Country [Brazil]

CNPJ/CPF [77.....]

Razao social / Nome = Company Name / Name

No. de controle / Registro de estabelecimento = Control no / Registration of Establishment

Dados de registro de produto = Product registration information

Denominacao de venda = Sales name

Processo no = process no.

Area = Field

Producto padronizado = standardized product

Produto regulamentado = regulated product

Categoria de produto = product category

Processo tecnologico de produto = technological process of the product

Caracteristica de produto = Characteristic of product

Forma de conservacao de produto = Method of conservation of product

Unidade de medida = Unit of measurement

Forma de obtencao = Method of obtention

Finalidade de produto = purpose of product

Atributos especificos = specific attributes

Dados da especie = Species information

Grupo de especie = species group

Especie = species

Nome científico = scientific name

Nome comum = common name

Opcoes = options

Nenhum registro encontrado = no registration found

Comercializaco – Marketing [Sale]

Mercado interno = domestic market

Mercado externo – foreign market

Mercado comum = common market

Mercado comum selecionado = selected common market

Países = Countries

Países selecionados = selected countries

4.2.2 COMPLETION OF FIELDS (PART 1)

4.2.2.1 In the field "Identification of the Applying Establishment", it is necessary to link an establishment to the application being created.

Click on the button the "Link establishment" which is represented by the icon. The system will display the following screen.

Figure 3.1 Screen – Link Establishment

Tipo do estabelecimento = type of establishment [Nacional = Domestic]

Ambito de inspecao = Scope of inspection [SIF]

Países selecionados = Countries selected [Brazil]

No. de controle / Registro de estabelecimento = Control no / Registration of Establishment

* Campos de preenchimento obrigatorio = fields that must be completed

Consultar / Limpar = Look up / Clear

Selecione = Select

CNPJ/CPF

Razao social / Nome = Company Name / Name

4.2.2.2 In order to link the establishment, it is necessary to look up the registration using the information about the establishment and then click the "Look up" button.

The system will display the result obtained.

4.2.2.3 After selecting the registration to be linked, click on the "Include" button. The system will return to the screen "Apply for Product Registration" with the linked establishment.

4.2.2.4 Filling in the "Product Registration Data" field is simple - just enter the values of the fields.

Figure 3.2 – Screen – Product Registration Information field

Dados de registro de produto = Product registration information

Denominacao de venda = Sales name

Processo no = process no.

Area = Field

Producto padronizado = standardized product

Produto regulamentado = regulated product

Categoria de produto = product category

Processo tecnologico de produto = technological process of the product

Caracteristica de produto = Characteristic of product

Forma de conservacao de produto = Method of conservation of product

Unidade de medida = Unit of measurement

Forma de obtencao = Method of obtention

Finalidade de produto = purpose of product

Atributos especificos = specific attributes

Atributos especificos = specific attributes

Atributos especificos selecionados = selected specific attributes

Note: For more information about the filling in the fields just click on the Tooltip next to each field.

4.2.2.5 In the "Specific Attributes" field, click the records in the 'Specific Attributes' checkbox and click on the arrow to take the record to the list of 'selected' specific attributes'

Figure 3.3 – Screen – Specific Attributes field

Atributos específicos = specific attributes

Atributos específicos = specific attributes

Atributos específicos seleccionados = selected specific attributes

4.2.2.6 In the "Other Information Area", the system will display links to consult documents of the regulated products. This option will depend on the information given in the field 'standardized product'

Note: This information will be automatically displayed only when the applicant selects the Regulated Product for registration and the selected Regulated Product has a current regulation.

Figure 3.4 – Screen – Other Information field

Other Information

Regulated product

4.2.2.7 In the "Species Information field", fill in the 'species group' and 'Species' fields, then click the Insert button. The system will show a list with the inserted records selected. To be able to delete a selected record, click to mark the record and then the Delete button.

Note: When there is a "Species group" and "Species" recorded for the Standardized Product, the system should display this information in a list and it must not allow deletion. This does not prevent the insertion of more data.

When the "Species" registered in the Standardized Product is "Fish", in this case, the system must display the species information only in the fields for inserting the species, enabling the fields "Scientific Name" and "Common Name", and the user must Insert the data in the list

Figure 3.5 – Screen – Species Data field

Dados da especial - species information

Grupo de espécie - species group

Especie - species

Confirmar / Cancelar = Confirm / CancelOther Information

Regulated product

4.2.2.8 In the "Marketing [sale]" field the selection works the same as the field of the specific attributes mentioned above. Just select the value in the 'Common Market' checkbox and click on the arrow to bring up the record for the 'Common Market Selected'

Figure 3.6 – Screen – Marketing [sale] field

Comercializaco – Marketing [Sale]

Mercado interno = domestic market [selecione = select]

Mercado externo – foreign market

Mercado comun = common market

Mercado comun selecionado = selected common market

Países = Countries

Países selecionados = selected countries

4.2.2.9 After you have filled in the fields correctly click the button "Create application and continue"

If the system does not report unfilled fields, it will save the previously filled in fields and show more fields to be filled in.

4.2.3 FILLING IN OF FIELDS (PART 2)

4.2.3.1 In the "Composition" field, click the "New ingredient" button to register a composition. When clicking on the button the system displays the screen below.

Figure 3.7 – Screen –Registering Ingredient Composition field

Cadastrar mix da composicao do produto = Register ingredient composition mix

Dados do ingrediente da composicao = Information about ingredient composition

Tipo de ingrediente = Type of Ingredient [selecione = select]

Nome do ingrediente = Name of ingredient [selecione = select]

Quantidade = Quantity

Unidade de medida = Unit of measurement

Porcentagem = Percentage

Confirmar / Cancelar = Confirm / Cancel

4.2.3.2 Fill in the fields and click insert. After entering the data click to save. The system will automatically return to the screen Apply for Product Registration screen with the registered composition.

[page 12 in original Portuguese]

The system will make available the function for viewing, editing and deleting the ingredients registered by the user

Note: When you click the clear button, all data entered in the fields will be cleared.

4.2.3.2.1 Filling in the types of Ingredients or the Mix and / or Flavor .

When selecting the Type of Ingredient MIX, the system displays the screen below:

Figure 3.7.1: Screen – Register Ingredient Composition (Type of Ingredient Mix)

Dados do ingredient da composicao = Ingredient Composition Information

Tipo de ingrediente = Type of Ingredient [MIX]

Nome do ingrediente = Name of ingredient [selecione = select]

Quantidade = Quantity

Unidade de medida = Unit of measurement

Porcentagem = Percentage

Dados do ingredient da composicao do mix = Ingredient Composition of Mix Information

Tipo de ingrediente do mix = Type of Ingredient of mix [selecione = select]

Nome do ingredient do mix = Name of ingredient of mix [selecione = select]

Quantidade de mix = Quantity of mix

Unidade de medida do mix= Unit of measurement of mix

Porcentagem no mix = Percentage in the mix

Inserir = insert

Tipo de ingrediente = Type of Ingredient

Nome do ingrediente = Name of ingredient

Quantidade = Quantity

Unidade de medida = Unit of measurement

Porcentagem no mix = Percentage in the mix

Porcentagem na composicao = Percentage in the composition

Opcoes = Options

Confirmar / Cancelar = Confirm / Cancel

4.2.3.2.2 Fill in the fields and click on the 'Insert' button. If you do not want to add more ingredients click the 'Confirm' button.

4.2.3.2.3 When selecting the Type of Ingredient - Flavor, the system displays the screen below:

Figure 3.7.2: Screen - Register Ingredient Composition (Type of Ingredient - Flavor)

Dados do ingrediente da composicao = Ingredient Composition Information

Tipo de ingrediente = Type of Ingredient [selecione = select]

Nome do ingrediente = Name of ingredient [selecione = select]

Quantidade = Quantity

Unidade de medida = Unit of measurement [selecione = select]

Porcentagem = Percentage

Confirmar / Cancelar = Confirm / Cancel

4.2.3.2.4 Fill in the fields and click on the button 'Confirm'

4.2.3.3 Filling in the "Manufacturing Process " field is simple.

Figure 3.8: Screen – Manufacturing Process field

Processo de fabricacao =Process of manufacture

Processo de fabricacao =Process of manufacture

[screen shown in document is otherwise blank]

[top of page 14 in the Portuguese document]

4.2.3.4 In the "Registered Label" field, click on the button 'New Label' to register a new label. The system will display the screen below.

Figure 3.9: Screen – Register Label field

Cadastrar rotulo = register label

Dados do rotulo = label information

Marca do produto = product trademark

Situacao = Status [selecione = select]

Numero do registro do produto = Product registration number

Validade do rotulo = validity of label

Anexar rotulo = Attach label

Selecionar arquivo = Select file

Procurar = Browse [search]

Anexar = Attach

Limpar = Clear

Selecione = select [ativo = active]

Lista de rotulo anexado = List of attached label

Marca do produto = Trademark of product

Marca do produto = Trademark of product

Nome do arquivo = File name

Data = Date

Situacao = Status

Opcoes = Options

Cadastrar / Cancelar = Register / Cancel

4.2.3.5 Fill in the fields and click on register. The system will automatically return to the screen Apply for Product Registration with the registered label.

Note: In the 'Attach Label' field you must first click on the Attach button before saving the composition so that the attachment is loaded.

The system provides the functions of viewing, editing, activating, inactivating and deleting the labels registered by the user.

4.2.3.6 In the "Registered Packaging" field, click on the button 'New Packaging' to register a new package. The system will display the screen below.

Figure 3.10: Screen – Register Packaging field

Dados de embalagem = Packaging information

Categoria de embalagem = Category of packaging

Tipo de embalagem = Type of packaging [[Selecione = select]

Qtde de produto acondicionado por embalagem = Quantity of product prepared for packaging

Unidade de medida = Unit of measurement [Selecione = select]

Situacao = Status [Ativo = Active]

4.2.3.7 Fill in the fields and click on Confirm. The system will automatically return to the Apply for Product Registration screen with the registered package.

The system provides the functions of viewing, editing, activating, inactivating and deleting the packages registered by the user.

4.2.3.8 In the 'Link packages and labels' fields, click on the 'New link' button to make the linking between the label and the packaging. The system will display the screen below

Figure 3.11: Screen – Linking between Label and Packaging field

Vincular rotulo e embalagem = Linking the label and the packaging

Embalagem cadastrada = registered packaging

Rotulo cadastrado = registered label

Situacao = status

Data inicio do vincula = Start date of linking

Confirmar / Cancelar = Confirm / Cancel

4.2.3.8 Fill in the fields and click Confirm. The system will automatically return to the Apply for Product Registration screen with the linking having been performed.

The system provides the functions of editing, activating, inactivating and deleting the packages registered by the user.

4.2.3.9 In the 'Attach Miscellaneous Files' area, click the 'Browse' button and locate the file to be attached. After locating the file, click on the 'Insert' button to insert the file.

Note: The system only allows extension files.DOC, .DOCX, .PDF, .XLS, .XLSX, .ODF, .JPG, .PNG, which do not exceed the maximum size limit of 5 MB..

After the insertion of attachments is completed, the system offers the options of:

'Save Draft': In this option the user can change the request as well as delete.

'Save and Send': In this option the request will be saved and sent for review, it no longer being possible to change it.

'Cancel': It will only be possible to cancel Applications for Product Registration that do not have a Regulated Product and that are in a status of "Sent" or "Forwarded" or "Under Review" or "Under Re-Review" or " Pending ". The cancellation of the Product Registration Application must be made only by the applicant making the application.

Figure 3.12: Screen – Buttons “Save Draft”, “Save and Send” and “Cancel”

Anexar arquivos diversos = Attach miscellaneous files

Nome do arquivo = name of file [selecione = select]

Envio obrigatorio = Obligatory sending [Nao = No]

Procurar / Inserir / Limpar = Browse / Insert / Clear

Nome do arquivo = name of file

Modulo = module

Natureza de solicitacao = Type of application

Area = Field

Secoes do formulario = Sections of form

Envio obrigatorio = Obligatory sending

Data de inclusao = Date of inclusion

Situacao = Status

Opcoes = Options

Note: After sending for review, the analyst will check for any pending issues. If there are any, the analyst will return the application with the status of 'With items Pending' in order for the applicant to make the needed corrections.

To resolve the pending items, the applicant must follow the steps in item 4.7

4.3 MODIFY DRAFT PRODUCT REGISTRATION APPLICATION

4.3.1 Perform the look up steps to locate the Saved Draft.

[top of page 18 of Portuguese document]

Figure 3.13: Screen – Look up results (Type of Application – draft)

Consultar solicitacao de registro de produto = Look up application for product registration

Informative de solicitacao / Produto registrado = Application report / Registered Product

Ambito de inspecao = Scope of inspection [SIF]

No. de controle / Registro de estabelecimento = Control no / Registration of Establishment

Razao social / Nome = Company Name / Name

CNPJ/CPF

UF

Pais = Country [Brazil]

Processo de aprovacao = approval process

Denominacao de venda = Sales name

Processo no = process no.

Numero de registro do produto = product registration number

Produto regulamentado = regulated product

Producto padronizado = standardized product

Categoria de produto = product category

Tipo de solicitacao = type of application

Situacao de solicitacao = Status of application

Situacao de produto registrado = Status of registered product

Consultar / Novo / Limpar = Look up / New / Clear

Solicitacao de registro de produto = Application for product registration

[column headings]

Selecione = Select

Ambito de inspecao = Scope of inspection

No. de controle / Registro do estabelecimento = Control no / Registration of establishment

CNPJ / CPF

Razao social / Nome = Company name / Name

UF

Pais = Country

Tipo de solicitacao = Type of application

Situacao de solicitacao = Status of application

Processo no = process no.

Denominacao de venda = Sales name

Produto regulamentado = regulated product

Produto padronizado = standardized product

Categoria de produto = product category

Inicio de analise = start of review

Termino de analise = end of review

Processo de aprovacao = approval process

[light blue boxes bottom right]

Visualizar / Imprimir = View / Print

Alterar Solicitacao = Modify application

Resolver Pendencia = Resolve Pending

Visualizar Ocorrencia = View event report

Excluir Solicitacao = Delete application

Cancelar Solicitacao = Cancel application

4.3.2 Select a record from the list with the status "Draft" and click "Change Request"

The system will display screen for modification of the product.

4.3.3 After changing the application information, click on "Save and send" - the status of the application will change to "Sent". And it will show the message "Application sent successfully". Or also when you click on Save Draft, the request will remain in draft status.

4.4.2 You can only delete a request that has a 'Draft' status. Selecting / marking the record and clicking Delete. Click Confirm and the system will return a message of registration successfully deleted.

4.4 VIEW APPLICATION

4.4.1 To view the application, execute the look up steps to locate the application and select the located registration, then click on "View application". The system will only show the screen with the fields filled with the only option being to Return to list of applications.

Figure 4: Screen – View Application

Visualizacao da solicitacao de registro de produto = View the product registration application

Informativo de solicitacao / Produto registrado = Application report / registered product

Solicitacao No = Application no.

Data da ultima actualizacao de situacao = Date of last status update

Identificacao do estabelecimento solicitante = identification of establishment making application

Tipo do estabelecimento solicitante = type of establishment making application

Tipo do estabelecimento = type of establishment [nacional = domestic]

Ambito de inspecao = Scope of inspection [SIF]

Pais = Country]

No. de controle / Registro de estabelecimento = Control no / Registration of Establishment

CNPJ/CPF

Razao social / Nome = Company Name / Name

Dados de registro de produto = Product registration information

Denominacao de venda = Sales name

Processo no = process no.

Area = Field

Producto padronizado = standardized product

Produto regulamentado = regulated product

Categoria de produto = product category

Processo tecnologico de produto = technological process of the product

Caracteristica de produto = Characteristic of product

Forma de conservacao de produto = Method of conservation of product

Unidade de medida = Unit of measurement

Forma de obtencao = Method of obtention

Finalidade de produto = purpose of product

Atributos especificos = specific attributes [Produto organico = organic product]

Outras informacoes = other information

Lista de especies = list of species

Grupo de especie = species group

Especie = species

Nome cientifico

Comercializacao = Marketing [sale]

Mercado interno = domestic market

Mercado externo = overseas market

Mercado comun [Mercado externo] = common market [foreign market]

Países (Mercado externo) = Countries [foreign market]

Composicao = Composition

Tipo de ingrediente = Type of Ingredient

Nome do ingrediente = Name of ingredient [selecione = select]

Quantidade = Quantity

Unidade de medida = Unit of measurement

Porcentagem = Percentage

Opcoes = Options

Processo de fabricacao = manufacturing process

Rotulado cadastrado = registered labeling

Marca do produto = trademark of product

Numero de registro do produto = Product registration number

Anexo = Appendix

Validade data inicio = Date of start of validity

Vaidade data termino = Date of end of validity

Situacao = Status

Opcoes = Options

Embalagem cadastrada = registered packaging

Categoria de embalagem = Category of packaging

Tipo de embalagem = Type of packaging [[Selezione = select]

Qtde de produto acondicionado por embalagem = Quantity of product prepared for packaging

Unidade de medida = Unit of measurement [Selezione = select]

Situacao = Status [Ativo = Active]

Opcoes = Options

Vinculacao entre embalagens et rotulos = Linking packages and labels

Catagoria de embalagem = category of packaging

Tipo de embalagem = type of packaging

Qtde de produto acondicionado = quantity of packaged product

Unidade de medida = unit of measure

Marca de produto = trademark of product

No de registro de produto = product registration number

Situacao do rotulo = status of label

Data inicio do vincula = Start date of linking

Situacao do vinculo = status of linking

Opcoes = Options

Arquivos diversos = Miscellaneous files

Nome do arquivo = name of file

Modulo = module

Natureza de solicitacao = Type of application

Area = Field

Secoes do formulario = Sections of form

Envio obrigatorio = Obligatory sending

Data de inclusao = Date of inclusion

Situacao = Status

Voltar = Return [Back]

4.5 CANCEL APPLICATION

4.5.1 To cancel an application, perform the look up steps to locate the request and select the located registration. The registration should have the status "sent", "under review" or "Pending" status. When selecting an application, click on Cancel then click "Confirm".

The system will give a message confirming that cancellation has been made.

4.6 VIEW EVENT REPORT

4.6.1 Perform the look up steps to locate the application and select the located registration, then click on the button 'View event report'.

Figure 5: Screen – View Event Record

Visualizacao ocorrencia da solicitacao de registro de produto = View the event report for the product registration application

Nome do responsavel = Name of person responsible

Data / Hora da ocorrencia = Date / Time Event report

Acao realizada = Action that was performed

Solicitacao / Produto = Application / Product

Parecer emitido = Opinion issued

Motivo = Reason [Registro novo = new registration] [Registro rascunho = draft registration]

Voltar = Return [Back]

Data da ultima actualizacao de situacao = Date of last status update

The system returns a window with the data of the application actions marked as a display-only parameter.

4.6.2 Click the button Return [Back] to return to the List of applications screen.

4.7 RESOLVE PENDING ITEMS

4.7.1 Perform the Look up step to locate the pending application.

4.7.2 After locating and selecting the application that has the status 'Pending', click on the button 'Resolve Pending Items'. The system displays the screen with the pending items to be resolved.

Figure 6: Screen – Resolve Pending items

Alteracao da solicitacao de registro de produto = Modification of product registration application

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Dados do registro de produto = Product registration information

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Atributos especificos = specifical attributes

.....

Dados de especie = species information

.....

Comercializacao = Marketing [sale]

.....

Composicao = Composition

.....

Processo de fabricacao = manufacturing process

.....

Rotulo cadastrado = registered product

.....

Embalagem cadastrada = registered packaging

.....

Vinculacao entre embalagens e rotulos = Linking between packages and labels

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Anexar arquivos diversos = Attached miscellaneous files.

.....

4.7.3 Modify the fields which the system makes available and click on 'Save and Send' to send again for review of the application request.

GLOSSARY

ToolTip: A visual aid tool that contains an additional explanation about an element. Usually they are floating frames that open when the mouse hovers over that element.