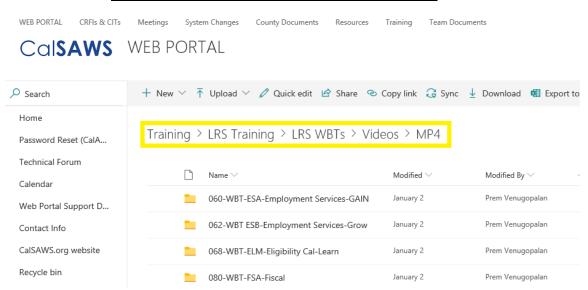
CalSAWS | Information Transmittal (CIT) 0020-20 Calsaws DD&I C-IV M&O CalWIN M&O LRS M&E **Distribution Date:** February 24, 2020 To: PPOC.All, Consortium.RegionalManagers.All **CIT Name:** LRS Web Based Training (WBT) File Conversion CalSAWS Project From: PPOCs, please forward to the appropriate impacted staff in your county: General Fiscal Policy Caseload Movement CW Management \mathbb{C} F Fiscal MC Security **CMSP** Batch and Interfaces FC/KG/AAP Imaging Child Care oxtimes Migration \WtW Conversion Other Program(s) Technical C4Yourself → Your Benefits Now! X Training Customer Correspondence Help Desk Other □ Reports Description: **Purpose** (Including any The purpose of this CIT is to communicate to the county users of the CalWIN and Cstep-by-step IV systems that the LRS Web Based Trainings (WBTs) have been converted to .mp4 instructions) format, posted to the CalSAWS Web Portal, and are available to download. **Background** LRS WBTs were previously posted to the CalSAWS Web Portal as a reference for counties to learn about current LRS functionality. The WBTs were posted in a file format that not all counties were able to download. The WBTs are now available in .mp4 format on the CalSAWS web portal. **Additional Information**

The LRS WBTs that are now posted on the Web Portal are a "point in time". This conversion of LRS WBTs into .mp4 format is a one-time activity and will not continue with each release. Due to the .mp4 format, they no longer have the interactive features that are available in the WBTs that are in the Learning Management System (LMS). They are meant to give counties an idea of **current** system functionality and should not be used for training, as functionality will continue to develop/evolve with each future release.

Attempting to access these files via a link will give most users an error ("This link is only available to internal users. This link is not available to you.").

To access the .mp4 video files of the WBTs, users should follow the manual path on the web portal

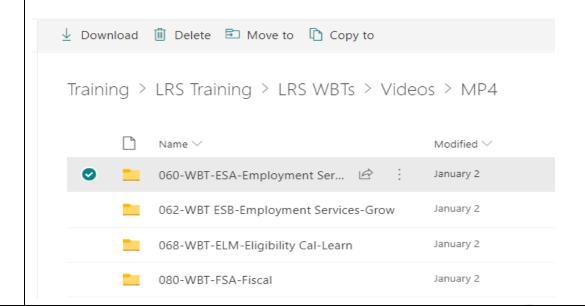


To view the video, a copy must be downloaded to a local computer. Then the video can be played in the video application of preference.

To download the video(s) of choice, click the radio button on the left side of the video (multiple files can be selected at once), and then click the '**Download**' button on the top of the screen. The file will immediately start to download to the workstation.

Note: Please do not try to select and view the video without downloading the file. Example of selected files:

WEB PORTAL



	County Action Please share this CIT with those staff in your county who may benefit from the information. Only users who have access to the CalSAWS Web Portal will be able to navigate to/download these video files. Requests for access to the Web Portal should be directed to your Regional Managers.
Primary Project Contact: (Name, phone number, email address)	Ashley Arnold 916-851-3368 ArnoldA@CalSAWS.org
Backup Project Contact: (Name, phone number, email address)	Mike Tombakian 562-651-2721 TombakianH@CalSAWS.org
Attachments:	None
Web Portal Link:	OR You may also retrieve the CIT document by following these steps: 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2020" folder. 4. Click on the appropriate CIT # folder.