CalSAWS

California Statewide Automated Welfare System

DRAFT

Design Document

CA 214172 – Multi, Import, Virtual Capture

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Imaging Team
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR

DRAFT

Table of Contents

1 OVERVIEW

This is the first of several stages needed to fully implement the CalSAWS capture modes. This first implementation will enable basic capturing capabilities via single case capture, drag and drop import capture, and virtual printer capture. All baseline capture modes will not have security limitations enabled, and will have no CalSAWS system interaction.

1.1 Requests

Per DDID 2242, create the following core capture and indexing scan modes in the imaging solution:

1) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case

2) Multi-case - Used to capture multiple documents from different cases

Implementation of the third core scan mode "Single Case" will be in a subsequent SCR.

Per DDID 2500, configure the imaging solution to have the following security driven options at the point of scanning:

1) Task Override: Will ignore task configuration, no task will be created

2) Program Selection: Will define which worker is tasked (the list is pre-defined based on the case information and is available in single case mode or when a coversheet is used in batch mode)

3) No Change SAR7/QR7: Will prompt the CalSAWS Software to do the following:

3a) Mark the document as received

3b) Mark Eligibility as complete

3c) Ignore task configuration, no task will be created

4) Person Override: Will default person level documents as case level documents.

Implementation of confidentiality, and the security driving these options will be in a subsequent SCR.

Per DDID 2501, ensure that the "Applicable Date" and "Received Date" fields are editable at point of capture otherwise they shall default to the capture date.

Additionally, ensure that the "Batch Number" field is editable at point of capture otherwise it shall default to the unique system generated number.

Per DDID 2204, create security driven scan modes of Other County Documents with the following four (4) options:

1) Adoptions (AAP)

2) Adult Aging Services (IHSS)

3) Child Welfare Services (CWS)

4) Quality Assurance/Quality Control (QA/QC)

Implementation of drawer, and the security driving this mode will be in a subsequent SCR.

Per DDID 2518, configure the imaging solution to allow staff to manually index the following values for images/documents scanned into a "Other County Department" drawer:

1) Department (Drawer) - field will be pre-populated with chosen scan mode

2) Case Number - freeform text field

3) Document Type - pre-defined based on department

4) Applicable Date - pre-populated with system date, editable by the worker

5) Received Date - pre-populated with system date, editable by the worker

The above fields are mandatory to ensure that images/documents are searchable in the document management solution drawer.

Implementation of document search, and the security driving this mode will be in a subsequent SCR.

Per DDID 2267, enable drag and drop file upload functionality.

Per DDID 2503, configure the imaging solution to allow the following documents to act as separators for the capture and indexing multi-case scan mode and returned mail multi-case scan mode:

1) Cover Sheets - Will contain a barcode with a case number or a no case identifier

2) System Generated Barcoded Documents

Configure the imaging solution to allow the optional use of generic separator sheets for all scan modes to assist in separating documents.

Configuration of the Imaging Solution to allow the optional use of envelopes as separator sheets for the returned mail multi-case scan mode will be in a subsequent SCR.

Per DDID 2516, create a security driven scan mode for Special Investigation Unit (SIU) with the following metadata:

1) Case Number
2) Case Name
3) Applicable Date
4) Received Date
5) Form Name
6) Form Number
7) Document Type - All images/documents will have the value: 'SIU Documents'

The CONTRACTOR shall enable the following scan modes for SIU:

1) Single Case - Used for capturing one or more documents for a single case

2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case

Implementation of Single Case scan mode, and the security driving this mode will be in a subsequent SCR.

Per DDID 2517, create a security driven scan mode for Hearings with the following metadata:

1) Case Number
2) Case Name
3) Applicable Date
4) Received Date
5) Form Name
6) Form Number
7) Document Type - All images/documents will have the value: 'Court/Hearings Documents'
8) State Hearings Number - Optional, editable field

The CONTRACTOR shall enable the following scan modes for Hearings:

1) Single Case - Used for capturing one or more documents for a single case
2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case

Implementation of Single Case scan mode, and the security driving this mode will be in a subsequent SCR.

Per DDID 2521, create a security driven scan mode for Resource Data Bank (RDB) with the following metadata:

1) Resource ID
2) Resource Name
3) Document Type
4) Applicable Date
5) Received Date

The CONTRACTOR shall enable the following scan modes for RDB:

1) Single Case - Used for capturing one or more documents for a single case
2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case

Implementation of Single Case scan mode, and the security driving this mode will be in a subsequent SCR.

Per DDID 2502, ensure that the following scan modes attempt to locate a CalSAWS Software system generated barcode:

1) Capture and Indexing Single Case

2) Capture and Indexing Multi-Case

3) Capture and Indexing Virtual Print

4) Returned Mail

Additionally, read the CalSAWS Software system generated imaging/tracking barcodes.

Implementation of the Returned Mail, and Single Case scan mode will be in a subsequent SCR.

The identification of barcodes via Virtual Print will be performed with the aid advanced Optical Character Recognition, and described in a subsequent SCR.

Per DDID 2255, configure the imaging solution to read a unique 2D barcode from all CalSAWS Software system generated forms. This barcode will contain the barcode number which is used to identify the document(s) metadata from the CalSAWS Software.

The identification of barcodes via Virtual Print will be performed with the aid advanced Optical Character Recognition, and described in a subsequent SCR.

1.2   Overview of Recommendations

- Configure Multi-Case capture mode in Perceptive Experience to allow for the scanning of both barcoded, and non-barcoded documents into the Imaging Solution
- Enable Virtual Printer to be used for importing non-barcoded documents into the Imaging Solution without the need to print out documents/pages first
- Configure Virtual Printer to support scanning to SIU, Hearings, RDB, and Single Case Scan modes
- Configure "Other County Department" Drawers scan modes to allow the scanning of documents into the Adoptions (AAP), Adult Aging Services (IHSS), Child Welfare Services (CWS), and Quality Assurance/Quality Control (QA/QC) drawers
- Configure File Upload scan mode to allow the direct upload of non-barcoded documents into the Imaging Solution
- Configure the system to utilize the following flags during the scan processing:

    1) Task Override

    2) Program Selection

    3) No Change SAR7/QR7

    4) Person Override

- Configure the scan modes to have the editable fields of "Applicable Date", "Received Date" and "Bundle ID" at the time of scan
- Configure multi-case scan mode to allow the use of Cover Sheets and System Generated Barcoded Documents as separators of documents
- Configure multi-case scan mode to allow the optional use of the generic separator sheets (patch code sheets) to separate documents

1.3 Assumptions

No CalSAWS webservices will be configured at the time of this release, capture modes will not have functionality to obtain information from the CalSAWS application. Upon capturing documents with the enabled scan modes the following scanning functionality will be established:

- Barcode values will be captured only leveraging hardware detection, the use of OCR/ICR detection will be established in a subsequent SCR
- Split documents with the use of Patch Sheets, Barcodes, and Coversheets
  - The use of envelopes as separators will be established in a subsequent SCR
  - The CalSAWS page intended for coversheet generation will be defined and released in a subsequent SCR, coversheet will be implemented and tested in the subsequent SCR
- Re-indexing functionality will be established in a subsequent SCR
- Security driving the described capture modes will be established in a subsequent SCR
- The request of an editable "Batch Number" will be satisfied with the use of an editable "Bundle ID" field, presented at the point of scan
- Implementation of Single Case scan mode will be in a subsequent SCR
- The identification of barcodes via Virtual Print will be performed with the aid advanced Optical Character Recognition, and described in a subsequent SCR
- Other County Documents, and Other County Departments are synonymous of each other and will be referenced to as "Other County Departments" in the documentation
- Other County Department scan modes will only support case level document indexing
- Other County Department scan modes will not leverage advanced optical character recognition technology
- SIU, Hearings, and RDB scan modes will not leverage advanced optical character recognition technology
- Use of Optical Character Recognition (OCR) will be described in a subsequent SCR

2 RECOMMENDATIONS

2.1 Multi-Case Experience Capture

2.1.1 Overview

Multi-Case Experience Capture mode is used to scan multiple documents, both barcoded, and non-barcoded into the Imaging Solution. To invoke multi-case scanning the user will navigate into the Imaging Solution and select "Capture" from the toolbar in the top right of the screen.
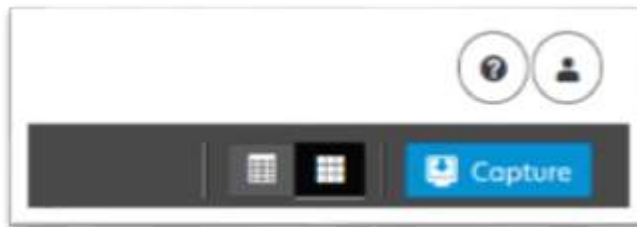

Figure 2.1.1.1 – Capture Mockup

2.1.2 Document Preparation

Documents scanned using the multi-case mode, will need to be arranged with the following expectations:

- All Non-system generated documents must be preceded by a coversheet, or a System generated document with a CalSAWS barcode present.
- Separation between individual documents will be indicated by one of the following separator options:
    - A generic separator sheet (patch sheet)
    - A cover sheet generated from CalSAWS
    - A new document containing a CalSAWS generated barcode
    - A generic no-case cover sheet

2.1.3 Initiating Scan

A dialog box will prompt the user to select from the available scan modes, then select multi-case from the dropdown box. The "Exception Routing" dropdown will be populated based off of exception queue configurations to be determined in a subsequent SCR. Within the prompt the user will be presented with the option to define a "Received" and/or "Applicable" date, otherwise these fields will default to the scanning date. An optional "Bundle ID" representing the captured documents may be entered. Once documents have been properly prepared and placed in the scanner, the user will initiate scanning by pressing "Start".

Figure 2.1.3.1 – Initiate Mockup

2.1.4 Scan Status

As pages are scanned into the imaging solution, the user will be presented with an upload prompt displaying thumbnails of each page as they are uploaded and processed. Once all the documents have been captured, the user will need to click the 'Open Batch' button in order to proceed to Quality Assurance and Finalization.

Figure 2.1.4.1 – Status Mockup

2.1.5 Scan Quality Assurance and Finalization

Once scanning has completed, the user will be presented with a preview of the scanned documents. If the barcode number on a document does not match, or was not picked up correctly, the user can re-scan the page(s) or route the document forward for advanced optical character recognition technology to attempt reading the barcode number. If a document needs to be rescanned, or additional pages need to be added to the batch, the user can select the "Capture" icon from the left side of the toolbar (Fig. 2.1.5.1). The user will be presented with a "Add Pages" dialog to replace, or add pages before/after the currently selected document (Fig. 2.1.5.2). Users will need to perform the following tasks (Fig. 2.1.5.3):

a. Verify the quality of the scanned images are clear and undistorted
b. Verify barcode numbers captured match barcodes on the images
c. Separate the scan batch into individual documents
d. Set specialty flags - if desired. (Note: these flags are security driven and will be defined in a subsequent SCR)
    i. Task Override
    ii. Person Override
    iii. Program Select
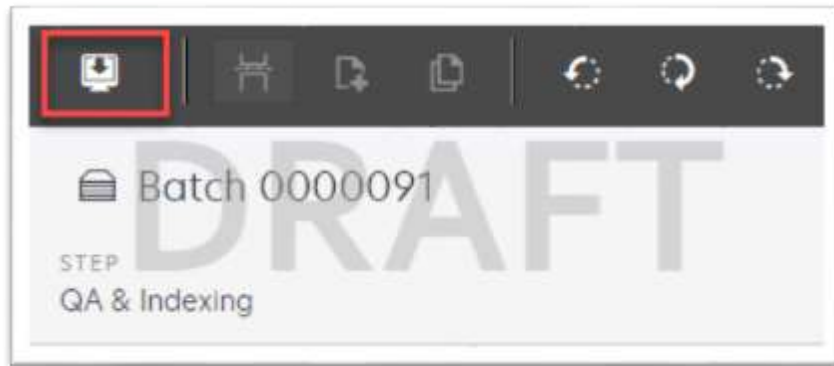   iv. No Change SAR 7/QR 7
e. Finalize the scan by selecting "Submit"

Figure 2.1.5.1 – Rescan/Capture Mockup
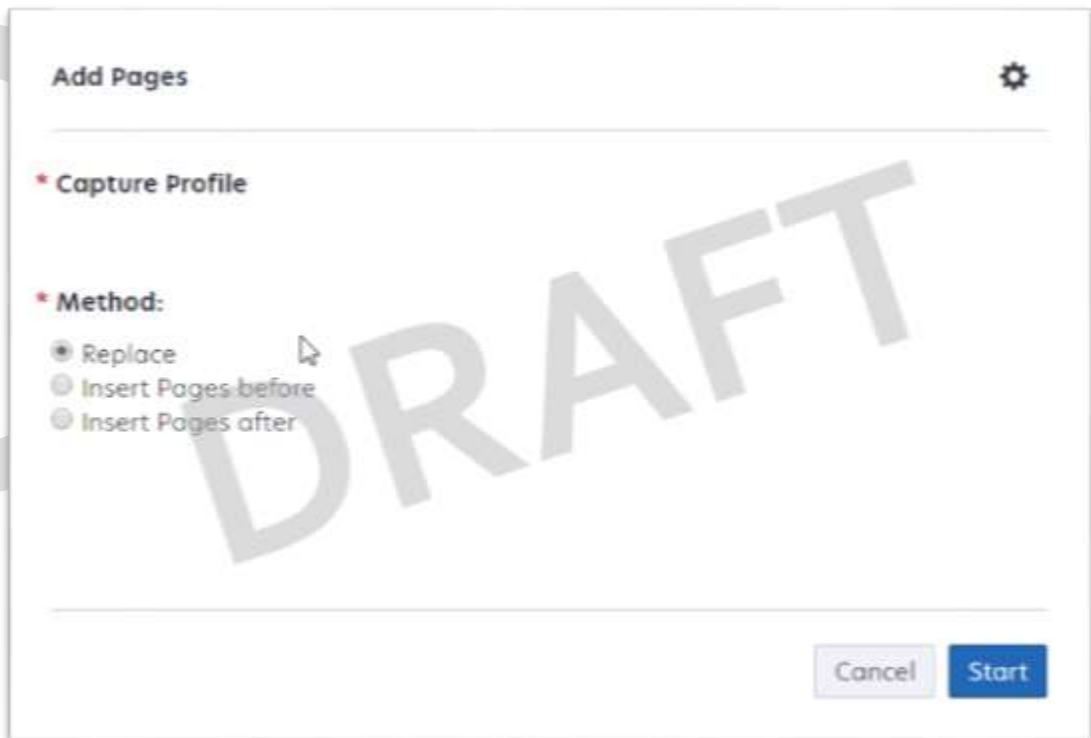

Figure 2.1.5.2 – Add Pages Mockup

Figure 2.1.5.3 – Properties Mockup

2.2 Virtual Printer Capture

2.2.1 Overview

Used to print documents from an application/window directly into the Imaging System, without the need to capture the screen or to be physically printed. Virtual Printer supports scanning to SIU, Hearings, RDB, and Single Case Scan modes.

2.2.2 Initiating Scan

To scan documents in via the Virtual Printer, the user will need to log into CalSAWS and navigate to the Case Summary page within the context of the case. Scanning can be initiated from any application that supports printing. Once presented with the printing dialog, the user will select the ImageNow Printer from the list of available printers. Once the printer has been selected and print options have been finalized, the user will select print.

2.2.3 Scan Quality Assurance and Finalization

Once scanning has completed, the user will be presented with a preview of the scanned documents. Users will need to perform the following tasks:
   a. Verify the quality of the scanned images are clear and undistorted
   b. Separate the scan batch into individual documents
   c. Set specialty flags - if desired. (Note: these flags are security driven and will be defined in a subsequent SCR)
        i. Task Override
       ii. Person Override
      iii. Program Select

iv. No Change SAR 7/QR 7

d. Finalize the scan by selecting "Submit"

2.3 Other County Departments Scan Mode

2.3.1 Overview

Other County Departments capture modes are used to scan documents for other county departments such as Adoptions (AAP), Adult Aging Services (IHSS), Child Welfare Services (CWS), and Quality Assurance/Quality Control (QA/QC) into the Imaging Solution. To invoke "Other County Departments" scanning modes, the users will navigate into the Imaging Solution and select "Capture" from the toolbar.
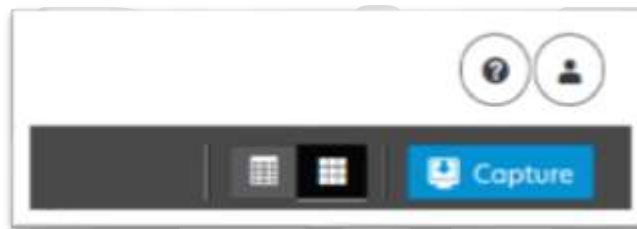

Figure 2.4.1.1 – Capture Mockup

2.3.2 Document Preparation

Documents scanned using the "Other County Departments" scanning modes, may be arranged with the inclusion of generic separator sheets (patch sheets) to aid in document separation.

2.3.3 Initiating Scan

A dialog box will prompt the user to select from the available scan modes, then select from one of the following "Other County Departments" modes from the dropdown box:

- Adoptions (AAP)
- Adult Aging Services (IHSS)
- Child Welfare Services (CWS)
- Quality Assurance/Quality Control (QA/QC)

The "Exception Routing" dropdown will be populated based off of exception queue configurations to be determined in a subsequent SCR. Within the prompt the user will be presented with the option to define a "Received" and/or "Applicable" date, otherwise these fields will default to the scanning date. An optional "Bundle ID" representing the captured documents may be entered. Once documents have been properly prepared and placed in the scanner, the user will initiate scanning by pressing "Start".

Figure 2.4.3.1 – Initiate Mockup

2.3.4 Scan Status

<mark>As pages are scanned into the imaging solution, the user will be presented with an upload prompt displaying thumbnails of each page as they are uploaded and processed.</mark> Once all the documents have been captured, the user will need to click the "Open Batch" button in order to proceed to Quality Assurance and Finalization.

Figure 2.2.4.1 – Status Mockup

2.3.5 Scan Quality Assurance and Finalization

Once scanning has completed, the user will be presented with a preview of the scanned documents. <mark>If a document needs to be rescanned, or additional pages need to be added to the batch, the user can select the "Capture" icon from the left side of the toolbar (Fig. 2.4.5.1). The user will be presented with a "Add Pages" dialog to replace, or add pages before/after the currently selected document (Fig. 2.4.5.2).</mark> Users will need to perform the following tasks:

    a. Verify the quality of the scanned images are clear and undistorted
    b. Separate the scan batch into individual documents
    c. Specify the following fields
        i. Case Number
        ii. Case Name
        iii. Document Type
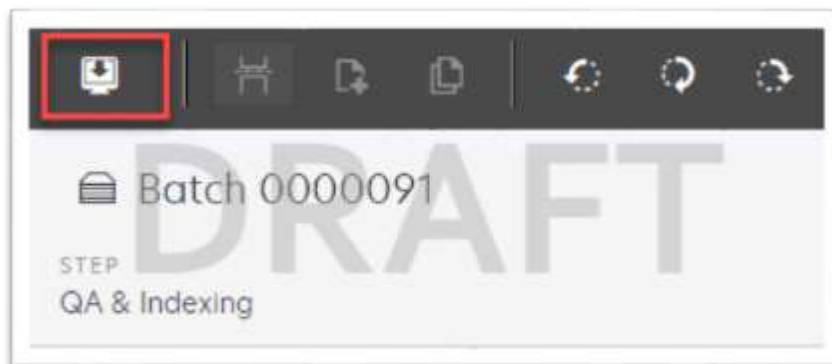   e. Finalize the scan by selecting "Submit"
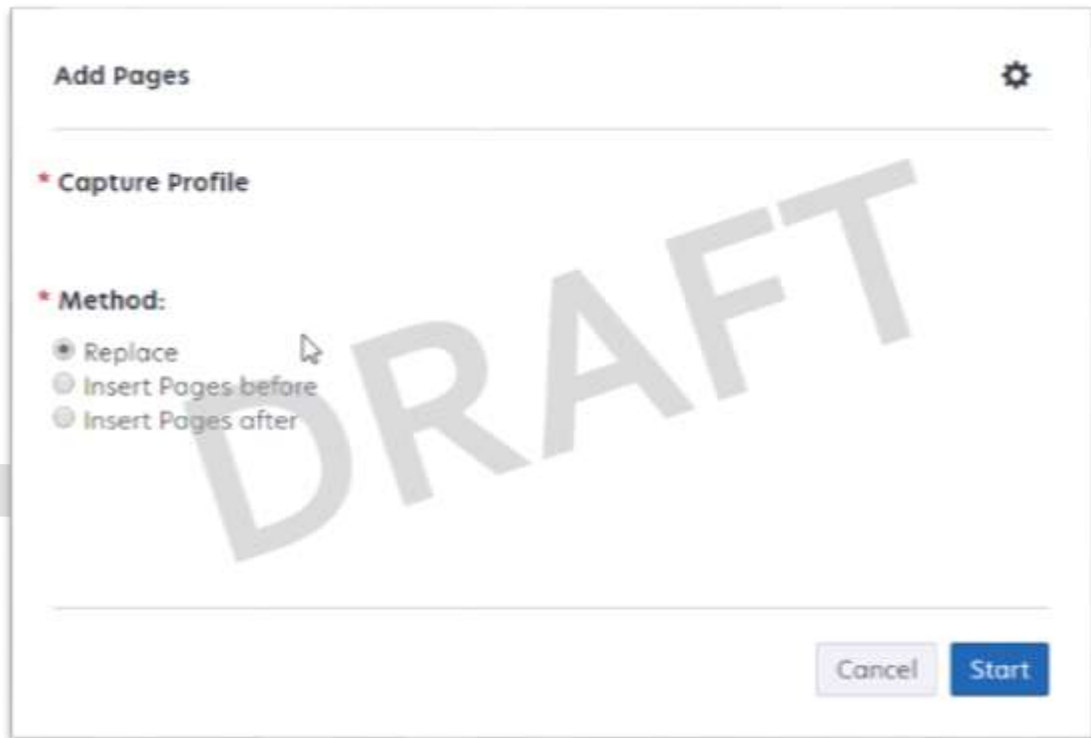
Figure 2.4.5.1 – Rescan/Capture Mockup

Figure 2.4.5.2 – Add Pages Mockup

2.4   File Upload (Drag and Drop)

2.4.1   Overview

File Upload mode is used to import non-barcode documents saved on the local machine, directly into the Imaging Solution. To invoke file upload, the user will navigate into the Imaging Solution and select "Capture" from the toolbar.

Figure 2.5.1.1 – Capture Mockup

2.4.2   Document Preparation

Prior to uploading documents into the Imaging Solution, verify that the documents are not a security enabled (password protected) file. Documents with security enabled are not fully supported. Secure documents will be uploaded, but may cause tasked workers to not have access to view the document, and optical character recognition technology to fail the classification step.

2.4.3   Initiating Scan

A dialog box will prompt the user to select from the available scan modes, then select "File Upload" from the dropdown box. The "Exception Routing" dropdown will be populated based off of exception queue configurations to be determined in a subsequent SCR. Within the prompt the user will be presented with the option to define a "Received" and/or "Applicable" date, otherwise these fields will default to the scanning date. An optional "Bundle ID" representing the captured documents may be entered. Once documents have been properly prepared and placed in the scanner, the user will initiate scanning by pressing "Start".

Figure 2.5.3.1 – Initiate Mockup

Figure 2.5.3.2 – Upload Mockup

2.4.4 Scan Status

As pages are scanned into the imaging solution, the user will be presented with an upload prompt displaying thumbnails of each page as they are uploaded and processed. Once all the documents have been uploaded, the user will

need to click the "Open Batch" button in order to proceed to Quality Assurance and Finalization.

Figure 2.5.4.1 – Status Mockup

2.4.5 Scan Quality Assurance and Finalization

Once scanning has completed, the user will be presented with a preview of the scanned documents. If a document needs to be rescanned, or additional pages need to be added to the batch, the user can select the "Capture" icon from the left side of the toolbar (Fig. 2.5.5.1). The user will be presented with a "Add Pages" dialog to replace, or add pages before/after the currently selected document (Fig. 2.5.5.2). Users will need to perform the following tasks:

a. Verify the quality of the scanned images are clear and undistorted
b. Separate the scan batch into individual documents
c. Set specialty flags - if desired. (Note: these flags are security driven and will be defined in a subsequent SCR)
    i. Task Override
    ii. Person Override
    iii. Program Select
    iv. No Change SAR 7/QR 7
d. Finalize the scan by selecting "Submit"
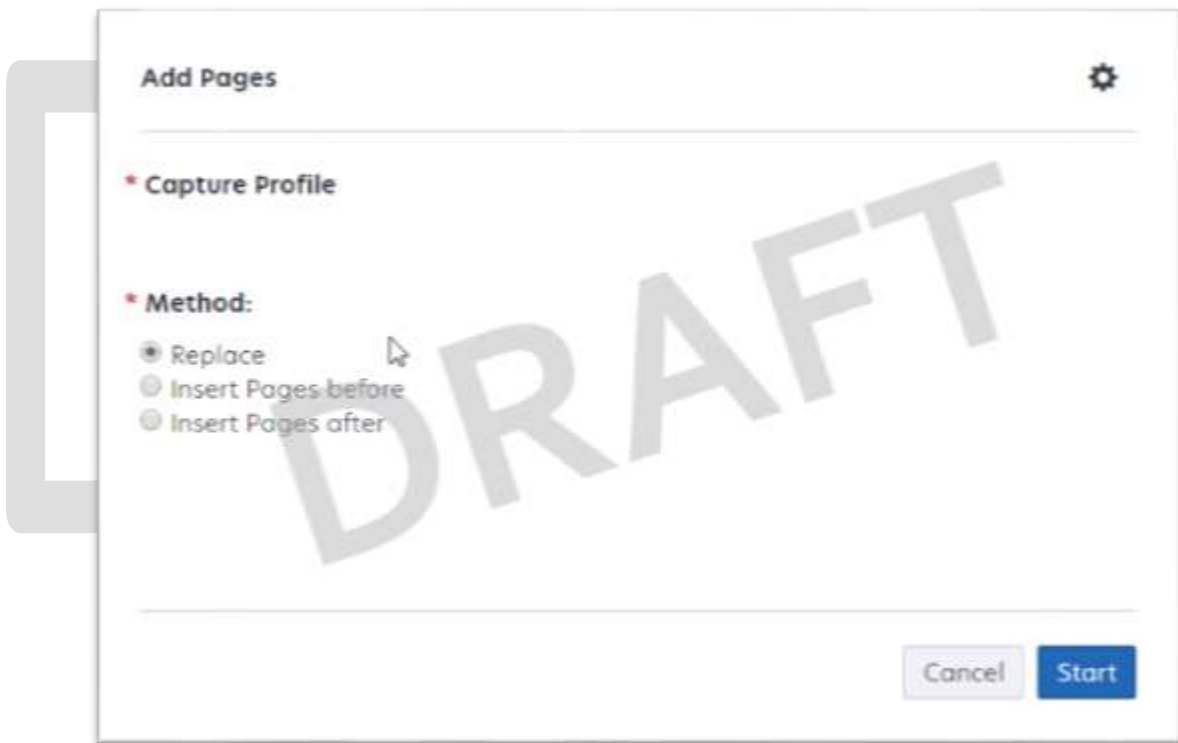
Figure 2.5.5.1 – Rescan/Capture Mockup

Figure 2.5.5.2 – Add Pages Mockup

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2242	The CONTRACTOR shall create the following core capture and indexing scan modes in the imaging solution: 1) Single Case - Used for capturing one or more documents for a single case 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case 3) Multi-case - Used to capture multiple documents from different cases	• Single Case capture mode will be addressed in a subsequent SCR	• Configure Multi-Case capture mode in Experience to allow for the scanning of both barcoded, and non-barcoded documents into the Imaging Solution • Enable Virtual Printer to be used for importing non-barcoded documents into the Imaging Solution without the need to print out documents/pages first
2500	The CONTRACTOR shall configure the imaging solution to have the following security driven options at the point of scanning: 1) Task Override: Will ignore task configuration, no task will be created 2) Program Selection: Will define which worker is tasked (the list is pre-defined based on the case information and is available in single case mode or when a coversheet is used in batch mode) 3) No Change SAR7/QR7: Will prompt the CalSAWS Software to do the following: 3a) Mark the document as received 3b) Mark Eligibility as complete 3c) Ignore task configuration, no task will be created 4) Person Override: Will default person level documents as case level documents. 5) Confidential: Will allow designated staff to scan to confidential cases	• Confidentiality, and the security driving these options will be implemented in a subsequent SCR •Functionality behind these security driven options will be described in a subsequent SCR	• Configure the system to utilize the following flags during the scan processing: 1) Task Override 2) Program Selection 3) No Change SAR7/QR7 4) Person Override

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2501	The CONTRACTOR shall ensure that the "Applicable Date" and "Received Date" fields are editable at point of capture otherwise they shall default to the capture date. The CONTRACTOR shall ensure that the "Batch Number" field is editable at point of capture otherwise it shall default to the unique system generated number.		• Configure the scan modes to have the editable fields of "Applicable Date", "Received Date" and Batch Number at the time of scan.
2267	The CONTRACTOR shall enable drag and drop file upload functionality.		• Configure File Upload scan mode to allow the direct upload of non-barcoded documents into the Imaging Solution
2503	The CONTRACTOR shall configure the imaging solution to allow the following documents to act as separators for the capture and indexing multi-case scan mode and returned mail multi-case scan mode: 1) Cover Sheets - Will contain a barcode with a case number or a no case identifier 2) System Generated Barcoded Documents The CONTRACTOR shall configure the imaging solution to allow the optional use of generic separator sheets for all scan modes to assist in separating documents. The CONTRACTOR shall configure the imaging solution to allow the optional use of envelopes as separator sheets for the returned mail multi-case scan mode.	• The return mail scan mode will be implemented in a subsequent SCR • The use of envelopes as separator sheets will be for the return mail multi-case scan mode	• Configure multi-case scan mode to allow the use of Cover Sheets and System Generated Barcoded Documents as separators of documents. • Optional use of the generic separator sheets (patch code sheets).

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2204	The CONTRACTOR shall enable other county departments to have a ""drawer"" in the imaging solution where they can upload, store, and search for documents. The CONTRACTOR shall create security driven scan modes of Other County Documents with the following four (4) options: 1) Adoptions (AAP) 2) Adult Aging Services (IHSS) 3) Child Welfare Services 4) Quality Assurance/Quality Control (QA/QC) The scan mode will correspond to a ""drawer"" that segments the scanned images/documents from the rest of the CalSAWS Software and is controlled via security in the CalSAWS Software.	• No notifications will be generated for the "Other County Department" drawers	• Configure Other County Department Drawers scan modes to allow the scanning of documents into the Adoptions (AAP), Adult Aging Services (IHSS), Child Welfare Services (CWS), and Quality Assurance/Quality Control (QA/QC) drawers

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2518	The CONTRACTOR shall configure the imaging solution to allow designated staff to manually index the following values for images/documents scanned into a ""Other County Department"" drawer: 1) Department (Drawer) - field will be pre-populated with chosen scan mode 2) Case Number - freeform text field 3) Document Type - pre-defined based on department 4) Applicable Date - pre-populated with system date, editable by the worker 5) Received Date - pre-populated with system date, editable by the worker The above fields are mandatory to ensure that images/documents are searchable in the document management solution drawer. The CONTRACTOR shall provide the following ""Other County Department Documents"" search criteria: 1) Department (Drawer) 2) Case Number 3) Document Type 4) Applicable Date 5) Received Date 6) Date Scanned 7) Created by	• Searching of documents will be implemented in a subsequent SCR • The implementation of drawers will be in a subsequent SCR	• Configure Other County Drawers scan modes to allow the scanning of documents into the Adoptions (AAP), Adult Aging Services (IHSS), Child Welfare Services (CWS), and Quality Assurance/Quality Control (QA/QC) drawers

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2516	The CONTRACTOR shall create a security driven scan mode for Special Investigation Unit (SIU) with the following metadata: 1) Case Number 2) Case Name 3) Applicable Date 4) Received Date 5) Form Name 6) Form Number 7) Document Type - All images/documents will have the value: 'SIU Documents' The CONTRACTOR shall enable the following scan modes for SIU: 1) Single Case - Used for capturing one or more documents for a single case 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case	• Implementation of Single Case scan mode, and the security driving this mode will be in a subsequent SCR.	• Configure Virtual Printer to support scanning to SIU, Hearings, RDB, and Single Case Scan modes
2517	The CONTRACTOR shall create a security driven scan mode for Hearings with the following metadata: 1) Case Number 2) Case Name 3) Applicable Date 4) Received Date 5) Form Name 6) Form Number 7) Document Type - All images/documents will have the value: 'Court/Hearings Documents' 8) State Hearings Number - Optional, editable field The CONTRACTOR shall enable the following scan modes for Hearings: 1) Single Case - Used for capturing one or more documents for a single case 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case	• Implementation of Single Case scan mode, and the security driving this mode will be in a subsequent SCR.	• Configure Virtual Printer to support scanning to SIU, Hearings, RDB, and Single Case Scan modes

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2521	The CONTRACTOR shall create a security driven scan mode for Resource Data Bank (RDB) with the following metadata: 1) Resource ID 2) Resource Name 3) Document Type 4) Applicable Date 5) Received Date The CONTRACTOR shall enable the following scan modes for RDB: 1) Single Case - Used for capturing one or more documents for a single case 2) Virtual Print - Used to print documents directly from any desktop application that allows printing into the imaging solution to a single case	• Implementation of Single Case scan mode, and the security driving this mode will be in a subsequent SCR.	• Configure Virtual Printer to support scanning to SIU, Hearings, RDB, and Single Case Scan modes
2502	The CONTRACTOR shall ensure that the following scan modes attempt to locate a CalSAWS Software system generated barcode: 1) Capture and Indexing Single Case 2) Capture and Indexing Multi-Case 3) Capture and Indexing Virtual Print 4) Returned Mail The CONTRACTOR shall read the CalSAWS Software system generated imaging/tracking barcodes.	• Implementation of the Returned Mail, and Single Case scan mode will be in a subsequent SCR. • The identification of barcodes via Virtual Print will be performed with the aid advanced Optical Character Recognition, and described in a subsequent SCR.	• Configure Multi-Case capture mode in Perceptive Experience to allow for the scanning of both barcoded, and non-barcoded documents into the Imaging Solution
2255	The CONTRACTOR shall configure the imaging solution to read a unique 2D barcode from all CalSAWS Software system generated forms. This barcode will contain the barcode number which is used to identify the document(s) metadata from the CalSAWS Software.	• The identification of barcodes via Virtual Print will be performed with the aid advanced Optical Character Recognition, and described in a subsequent SCR.	• Configure Multi-Case capture mode in Perceptive Experience to allow for the scanning of both barcoded, and non-barcoded documents into the Imaging Solution

DRAFT