

CalSAWS Imaging

The new CalSAWS Imaging Solution is coming
November 22, 2021!

What is the CalSAWS Imaging Solution?



It's the part of the CalSAWS System that will handle documents. It will allow you to upload, modify, view, and store document images.



Simplified Access

One enhanced feature of the CalSAWS Imaging Solution is All-in-One access. Logging into the CalSAWS System automatically logs you into Imaging!

Accessing Imaging

Access to Imaging functions is tied to your CalSAWS security rights, which are determined by your County.

CalSAWS Imaging Buttons

You will notice new buttons in CalSAWS related to Imaging, and you'll be able to access Imaging functionality from a larger selection of CalSAWS pages.



Images

View documents associated to the current CalSAWS page



Capture

Upload documents to the current CalSAWS case



Generate Coversheet

Generate coversheets for document separation



Imaging

Launch the Perceptive Experience from any CalSAWS page

Perceptive Experience

Perceptive Experience is the web application that houses the Imaging functionality. It is opened from the CalSAWS System. No separate login required!

Within the Perceptive Experience, you can:

Use predefined searches to find documents



Create and save custom searches to find documents



Capture and upload documents



Add annotations or notes to documents



Route documents to other workflow queues*



Modify and manage pending documents in workflow queues*



* Imaging Workflow queues are covered in the March CalSAWS Imaging Newsletter

Questions about CalSAWS Imaging?

Contact your Department Imaging Lead or Regional Manager

or Email Us: Imaging.Implementation@CalSAWS.org