IMAGING
Scan Modes

Go-Live: November 22, 2021

The CalSAWS Imaging Solution will support scanning to a single case or multiple cases using various scan modes.

What is a Scan Mode?

- In the CalSAWS Imaging Solution, scan modes allow users to image documents into the appropriate drawer in the Imaging Solution
- Various scan modes support the imaging of physical documents, virtual files stored on a local device, and virtual files accessed through a desktop application or website

CalSAWS Scan Modes

- **Single Case:** Capture one or more documents for a single case

- **Multi-Case:** Capture multiple documents for different cases

- **Virtual Print:** Upload documents to a single case directly from any desktop application or website that allows printing into the CalSAWS Imaging Solution

- **File Upload:** Upload non-barcoded documents stored on a local device directly into the CalSAWS Imaging Solution

- **Additional scan modes: Return Mail, Ignore Barcode, Adoptions (AAP)**, **Adult Aging Services (IHSS)**, **Child Welfare Services (CWS)**, **Quality Assurance/Quality Control (QA/QC)**, **Special Investigation Unit (SIU)**, **Hearings**, and **Resource Databank (RDB)**.

- Access to all scan modes is tied to security rights.

Initiating Scan Modes

- **Single Case:** Click the Capture button on the Case Summary page

- **All other scan modes:** Click the Imaging link on the Utilities navigation bar on any CalSAWS page, then click the Capture button in the Perceptive Experience

Custom Properties & Specialty Flags

- **Custom Properties:** Fields that users can complete when indexing an image, in addition to the core document properties

- **Specialty Flags:** Indicators selected during Quality Assurance that help guide system actions after the scan is finalized

Please Note: Custom Properties and Specialty Flags will be covered in detail in Imaging Training materials. Your County's policies and business processes will control how they are used.