


- CalSAWS DD&I
 C-IV M&O
 CalWIN M&O
 LRS M&E

Distribution Date:	July 1, 2021
To:	C-IV TPOCs; PPOC.Alpine; PPOC.Amador; PPOC.Butte; PPOC.Calaveras; PPOC.Colusa; PPOC.Del Norte; PPOC.El Dorado; PPOC.Glenn; PPOC.Humboldt; PPOC.Imperial; PPOC.Inyo; PPOC.Kern; PPOC.Kings; PPOC.Lake; PPOC.Lassen; PPOC.Local; PPOC.Madera; PPOC.Marin; PPOC.Mariposa; PPOC.Mendocino; PPOC.Merced; PPOC.Modoc; PPOC.Mono; PPOC.Monterey; PPOC.Napa; PPOC.Nevada; PPOC.Plumas; PPOC.Riverside; PPOC.San Benito; PPOC.San Bernardino; PPOC.San Joaquin; PPOC.Shasta; PPOC.Sierra; PPOC.Siskiyou; PPOC.Stanislaus; PPOC.Sutter; PPOC.Tehama; PPOC.Trinity; PPOC.Tuolumne; PPOC.Yuba; Committee.Imaging.All; Consortium.RegionalManagers.All
CIT Name:	CalSAWS Imaging Solution Web Scan Toolkit and Hyland Virtual Printer
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

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| <input type="checkbox"/> General
<input type="checkbox"/> Policy
<input type="checkbox"/> CW
<input type="checkbox"/> CF
<input type="checkbox"/> MC
<input type="checkbox"/> CMSP
<input type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input type="checkbox"/> C4Yourself <input type="checkbox"/> Your Benefits Now!
<input type="checkbox"/> Customer Correspondence
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Security
<input type="checkbox"/> Batch and Interfaces
<input checked="" type="checkbox"/> Imaging
<input type="checkbox"/> Migration
<input type="checkbox"/> Conversion
<input type="checkbox"/> Technical
<input type="checkbox"/> Training
<input type="checkbox"/> Help Desk |
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Description:	<p>Purpose The purpose of this CIT is to distribute the Web Scan Toolkit and Hyland Virtual Printer to the C-IV counties. Both the Toolkit and Printer are necessary for users to scan to the CalSAWS Imaging Solution.</p> <p>Background On September 27, 2021, the C-IV Counties will Go-Live on the CalSAWS Imaging Solution. This new Solution has a host of functions which allow users to capture documents using the Perceptive Experience web application.</p> <p>Workstations must have the Web Scan Toolkit and Hyland Virtual Printer installed to use all scanning features of the CalSAWS Imaging Solution. The Web Scan Toolkit</p>
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	<p>includes a browser extension which allows users to scan documents into the Imaging Solution. The Hyland Virtual Printer, formerly called the ImageNow printer, allows users to directly capture almost any document, web page, email, etc. into the Imaging Solution without physically printing the document.</p> <p>Counties can have both the ImageNow and Hyland Virtual Printers installed at the same time. Counties should communicate to staff the difference between the two printers. Staff will continue to use the ImageNow printer to virtually capture documents to the C-IV Imaging Solution until Go-Live. After C-IV counties have transitioned to the CalSAWS Imaging Solution, staff will use the Hyland Virtual Printer to virtually capture documents to the CalSAWS Imaging Solution. The ImageNow printer can be removed after Go-Live.</p> <p>Counties do not need to download and install Perceptive Content to manage their documents for the CalSAWS Imaging Solution. Only the Web Scan Toolkit and Hyland Virtual Printer are needed. Perceptive Content should remain installed until after Go-Live.</p> <p>County Action Managed Workstations The Project will install the Web Scan Toolkit and Hyland Virtual Printer on managed workstations on September 1, 2021. Perceptive Content and the ImageNow printer will both be removed one month after go-live.</p> <p>Non-Managed Workstations Counties must coordinate with their Technical Point of Contact (TPOC) and IT support sections to download and install the Web Scan Toolkit and Hyland Virtual Printer on all non-managed workstations that will be used to scan and/or virtually print to the CalSAWS Imaging Solution.</p> <p>Counties should advise staff of the changes from the ImageNow to the Hyland Virtual Printers and when to start using the Hyland Virtual Printer.</p> <p>The Toolkit and Printer may be downloaded from the CalSAWS Web Portal: </p> <p>The attachment "Web Scan Toolkit and Virtual Printer Installation" includes general installation instructions.</p> <p>Perceptive Content may be removed one month after go-live, and the ImageNow printer be removed immediately after go-live.</p>
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Backup Project Contact:	Chris Vasquez VasquezC@CalSAWS.org
Attachment:	Web Scan Toolkit and Virtual Printer Installation



Web Portal
Link:



OR

You may also retrieve the CIT document and attachments 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 "2021" folder.
4. Click on the appropriate CIT # folder.

