CalSAWS | Information Transmittal (CIT)   0165-21

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Distribution Date:	July 1, 2021
To:	PPOC.Los Angeles; Committee.Imaging.All; Consortium.RegionalManagers.All
CIT Name:	CalSAWS Imaging Solution Los Angeles 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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Description:	**Purpose** The purpose of this CIT is to distribute the Web Scan Toolkit and Hyland Virtual Printer to Los Angeles County. Both the Toolkit and Printer are necessary for users to scan to the CalSAWS Imaging Solution. **Background** On November 22, 2021, Los Angeles County 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. Los Angeles must download and install the Web Scan Toolkit and Hyland Virtual Printer to use all scanning features of the Imaging Solution. The Web Scan Toolkit includes a browser extension which allows users to scan documents into the Imaging Solution. The Hyland Virtual Printer allows users to directly capture almost any document, web page, email, etc. into the Imaging Solution without physically printing the document. **County Action**

The County must coordinate with their IT support section(s) to download and install the Web Scan Toolkit and Hyland Virtual Printer on all workstations that will be used to scan and/or virtually print to the CalSAWS Imaging Solution.

The Toolkit and Printer may be downloaded from the CalSAWS Web Portal:

███████████████████████████████████████

The attachment "Web Scan Toolkit and Virtual Printer Installation" includes general installation instructions.

Primary Project Contact:	Rhiannon Chin (562) 484-7828 ChinR@CalSAWS.org
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.