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

Distribution Date:	November 1, 2021
To:	Consortium.RegionalManagers.R6; Committee.Imaging.R6; Consortium.SectionDirectors
CIT Name:	**LA County Imaging Infographic**
From:	CalSAWS Project

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

☒ General
☐ Policy
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    ☐ Other Program(s)_____
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☐ Other_____

☐ Reports
    ☐ Fiscal
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    ☐ Management
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☐ Batch and Interfaces
☒ Imaging
☐ Migration
☐ Conversion
☐ Technical
☐ Training
☐ Help Desk

Description: (Including any step-by-step instructions)	**Purpose** The purpose of this CIT is to provide Los Angeles County with an Imaging Infographic, which can be printed or displayed virtually. **Background** The Change Management Team continues to receive LA County feedback from Imaging Change Readiness Assessment Surveys and the LA County Imaging Change Network regarding Imaging topics that LA County Users would like additional information on. Based on this feedback, the Change Management Team has created an infographic on document manipulation functionality in the CalSAWS Imaging Solution. **Additional Information** Infographics are designed to be shared in multiple ways, such as: printed and posted in the office, emailed, posted on internal sites, or displayed during meetings/presentations. **Recommended Recipients**

	LA County is encouraged to disseminate this infographic to all CalSAWS users so that all or most end-users will have access to the information.
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Attachments:	CalSAWS Imaging Document Manipulation_LA County.pdf
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.