

# DOCUMENT MANIPULATION

## AVAILABLE FUNCTIONALITY:



SPLITTING\*



COPYING\*



DELETING



MERGING



RESCANNING



ANNOTATIONS\*



ROTATING



NOTES FIELD

\* These functions require separate security rights.

The CalSAWS Imaging Solution allows you to manipulate documents by splitting, copying, deleting, merging, rescanning, and rotating pages; and adding annotations and notes.

These functions are available within **all** County-Maintained Workflow Queues.

Only **Annotations** are available once a document is archived.

## FUNCTIONALITY THAT IS NOT AVAILABLE\*

### Change Quality of an Image

The quality of an image is based on the physical document or virtual file

### Change Contrast & Brightness

### Change Colors

To scan something in color use a photo scan Capture Profile

\*This is **not** a comprehensive list of unavailable functions.

## Functionality that depends on the SCANNER CONFIGURATIONS

- Cropping
- Automatic Deleting of Blank Pages
- Double-Sided Scanning

## WHAT'S THE DIFFERENCE?

### COUNTY-MAINTAINED WORKFLOW QUEUES

County-Maintained Workflow Queues are accessed via the **Capture and Indexing** page from within Hyland Perceptive Experience.

### ARCHIVAL

There are **two** ways to access Archived documents:

- Images** button from within CalSAWS
- Documents** page from within Hyland Perceptive Experience

Other functionality available for Archived documents includes:



DOWNLOAD



EXPORT



PRINT



EMAIL