☒ **CalSAWS M&E**   ☐ **CalWIN Migration**

Distribution Date:	March 1, 2022
To:	PPOC.40; Consortium.RegionalManagers.All; Consortium.SectionDirectors Committee.Imaging.all
CIT Name:	Imaging Quick Tips Videos
From:	CalSAWS Project

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

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Description: (Including any step-by-step instructions)	**Purpose** The purpose of this CIT is to inform the 40 CalSAWS Counties of the availability of a new Imaging Quick Tips video in the CalSAWS Learning Management System (LMS). **Background** In response to requests for additional Imaging Training, the CalSAWS Project is producing a series of Imaging Quick Tips videos. The first of these videos, **CalSAWS Imaging Quick Tips: Searching**, is now available in the CalSAWS LMS. This short-form, animated video covers information on searching for documents using the Images buttons, the Show or Hide Related Documents icon, and the Point of Service link. Intended to serve as a resource to refresh and expand CalSAWS users' understanding of the CalSAWS Imaging Solution, this video contains System demonstrations, knowledge checks, and a list of other resources related to document retrieval. The video has been added to the Imaging Curriculum in the CalSAWS LMS and is also available under the new **CalSAWS Quick Tip Videos** category. **Additional Information:**

	Additional CalSAWS Quick Tip videos are planned for the future. The Project will send out Informational Alerts when new videos are available in the CalSAWS LMS. The CalSAWS Quick Tip videos present point-in-time information as of the date they are created. They will not be maintained for future System updates. **County Action:** Please forward this information to all CalSAWS users to ensure awareness of these new resources. If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.
Primary Project Contact: (Name and email address)	Ashley Arnold Consortium Training Lead ArnoldA@CalSAWS.org
Backup Project Contact: (Name and email address)	Rachel Cousineau CalSAWS Imaging Change Management & Training Lead CousineauR@CalSAWS.org
Attachments:	N/A
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 "2022" folder. 4. Click on the appropriate CIT # folder.