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

Distribution Date:	March 21, 2022
To:	PPOC.LosAngeles; Consortium.RegionalManager.R6; Consortium.SectionDirectors
CIT Name:	CalSAWS Imaging Guides for LA County
From:	CalSAWS Project

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

☐ General
☐ Policy
　☐ CW
　☐ CF
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　☐ Other Program(s)_____
☐ BenefitsCal　　☐ Your Benefits Now!
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☐ 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 a set of CalSAWS Imaging Guides previously distributed to participants in the CalSAWS Imaging Train-the-SME (ITTSME) sessions.

Background
The CalSAWS Imaging Training Team created the following guides for the ITTSME sessions and is now making them available to all Los Angeles County Imaging users:

1. **CalSAWS Imaging Document Properties Guide** – Provides information on CalSAWS Imaging Solution document properties and guidance on where to view or edit each field during initial Quality Assurance (QA) or within County-Maintained Workflow queues
2. **CalSAWS Imaging Document Retrieval Guide** – Provides guidance on the various document retrieval options available in CalSAWS and the Imaging Solution, including drawers, retrieval by page, retrieval by Document Type, and retrieval via Distributed Documents Search and Customer Reporting pages
3. **CalSAWS Forms Guide** – Provides list of CalSAWS Imaging Form Names, Form Numbers, and associated Document Types, as well as a matrix that maps |

each Kofax Form ID and Form Name to the new CalSAWS Form Name, Form Number and Document Type.

Please note that the information contained in these documents is point-in-time and subject to change. The **CalSAWS Document Retrieval Guide** was added to Online Help with CalSAWS Release 22.03 and will be maintained by the Project. Los Angeles County may choose to maintain and update the other guides at its discretion.

County Action:
Please distribute the attached CalSAWS Imaging guides to appropriate staff.

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)	Danielle Benoit CalSAWS Project IT Manager BenoitD@CalSAWS.org
Backup Project Contact: (Name and email address)	Rachel Cousineau CalSAWS Imaging Change Mangement & Training Lead CousineauR@CalSAWS.org
Attachments:	CIT 0082-22 CalSAWS Imaging Document Properties Guide.xls CIT 0082-22 CalSAWS Imaging Document Retrieval Guide.xls CIT 0082-22 CalSAWS Forms Guide.xls
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.