CalSAWS Imaging Solution

Imaging Capture Profiles

What is a Scan Mode?

In the CalSAWS Imaging Solution, scan modes allow staff to image documents into the appropriate drawer.

Various scan modes support the imaging of physical documents, virtual files stored on a local device, and virtual files accessed through a desktop application or website.

CalSAWS Scan Modes

Single Case: Capture one or more documents for a single case

Multi-Case: Capture multiple documents for different cases

Variations of Scan Modes

Virtual Print: Print documents to a single case directly from any desktop application or website that allows printing into the CalSAWS Imaging Solution

File Upload: Upload documents stored on a local device directly into the CalSAWS Imaging Solution

Additional scan modes include Return Mail, Ignore Barcode, Adoptions (AAP), Adult Aging Services (IHSS), Child Welfare Services (CWS), Quality Assurance/Quality Control (QA/QC), Special Investigation Unit (SIU), Hearings, and Resource Databank (RDB).

Note: Access to all scan modes are tied to security rights.

Custom Properties & Specialty Flags

Custom Properties: Fields that users can complete when indexing an image, in addition to the core document properties.

Specialty Flags: Indicators that help guide system actions after the scan is finalized, which users can set when performing QA on the scan.