

# CalSAWS Imaging Solution

## Imaging Capture Profiles

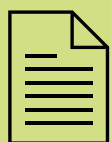
### What is a Scan Mode?

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

Various scan modes support 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 in 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 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.