CalSAWS

CalWIN ISS

Implementation Support Services

Go-Live Packet (GLP) – Appendix K –
Validate EBT Printers

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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/21/22	1.0	Original	Conversion Team
02/03/23	2.0	Republish – No Updates	ISS

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1 COLLABORATOR PROCESS DESCRIPTION .....ERROR! BOOKMARK NOT DEFINED.

1.1 PRE-REQUISITES..... **ERROR! BOOKMARK NOT DEFINED.**

1.2 PROCESS AND CALSAWS PAGES ..... **ERROR! BOOKMARK NOT DEFINED.**

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1 VALIDATE/UPDATE EBT PRINTERS

Activity Type	Necessity	Priority	Level of Effort
Office Setup	Required	High	< 5 minutes per printer

1.1 OVERVIEW

In CalWIN, users cannot modify EBT printer office assignments unless they go through the SCR process. In CalSAWS, users with appropriate security rights can update EBT printer office assignments. CalSAWS will be populated with CalWIN's current active EBT Printer information upon conversion with one office associated per EBT printer.

The *EBT Printer Detail* page allows a User with the appropriate rights to add or edit an EBT printer. When editing an EBT printer, Offices can be associated or disassociated with the printer.

EBT printers will only be assigned to one office upon Conversion. If an EBT printer is used by more than one office, a user with the appropriate security rights should validate the EBT printers associated to their office and update the printer-to-office association as appropriate. If an office needs to be added to a printer, follow the steps below.

1.1.1 PAGE LOCATION

- **Global:** Fiscal
- **Local:** EBT
- **Task:** EBT Printer Search
  - Enter the appropriate Search Criteria
  - Select the Printer ID hyperlink or the 'Edit' button to navigate to the *EBT Printer Detail* page

1.1.2 TO ADD A PRINTER TO AN OFFICE:

1. Navigate to the *EBT Printer Detail* page
2. Under the 'Search Results Summary' *section* select 'Add'
3. Enter the appropriate criteria to search for the desired office
4. Select the correct office
5. The EBT Printer is now associated to that office

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1.1.3 REQUIRED SECURITY GROUPS/ROLES TO PERFORM UPDATE

Security Group	Group Description	Group to Role Mapping in CalSAWS
EBT Printer	Access to EBT Printer Search view/edit rights and EBT Printer Detail view/edit rights	Fiscal Staff, Fiscal Supervisor, View Only

1.2 IMPACT ANALYSIS

Validate that the EBT printers currently associated to the office are correct. If an EBT printer is missing, the Counties will need to update the office to printer association. Once updated, the missing printer will appear in the printer dropdown for that office.

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