CalSAWS | Imaging: Legacy CalWIN Barcode Procedure

Fact Sheet

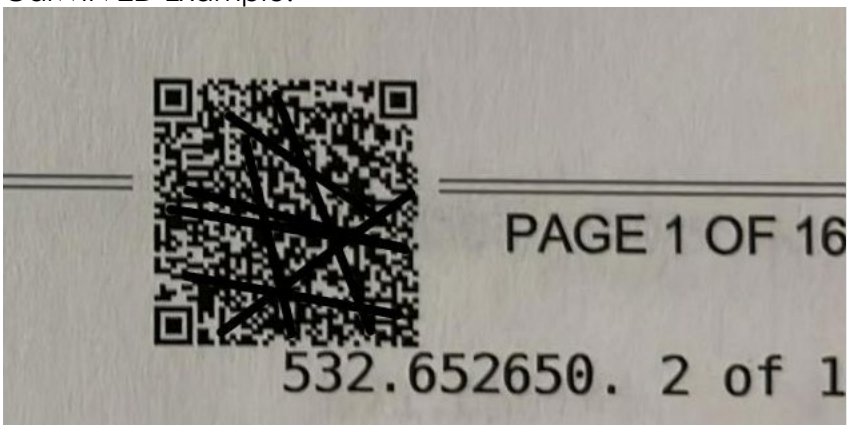
Purpose and Background

CalWIN legacy documents have 1D and 2D barcodes:

- CalWIN 1D Example:

  - Not a supported CalSAWS format
  - Not picked up by the scanner capture

- CalWIN 2D Example:



  - Supported by CalSAWS format
  - Auto-populates barcode field
  - Does *not* auto-populate Case and Form data

Note: Ensuring the barcode is entered is important and required because it allows the system to automatically update the Customer Reporting record.

The following steps should be taken to ensure the barcode is scanned.

Please Reference the following **Job Aid: Imaging Single Case Capture and Virtual Printing** and the Go-Live Packet in CalSAWS for further information relating to the scanning and QA process.

What Should You Do?

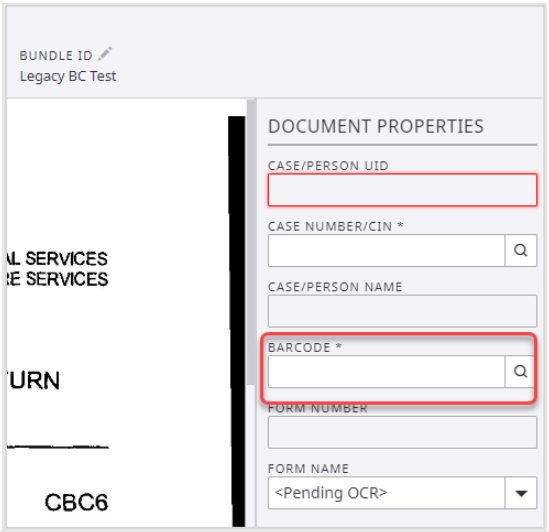
Recommended Scanning Process

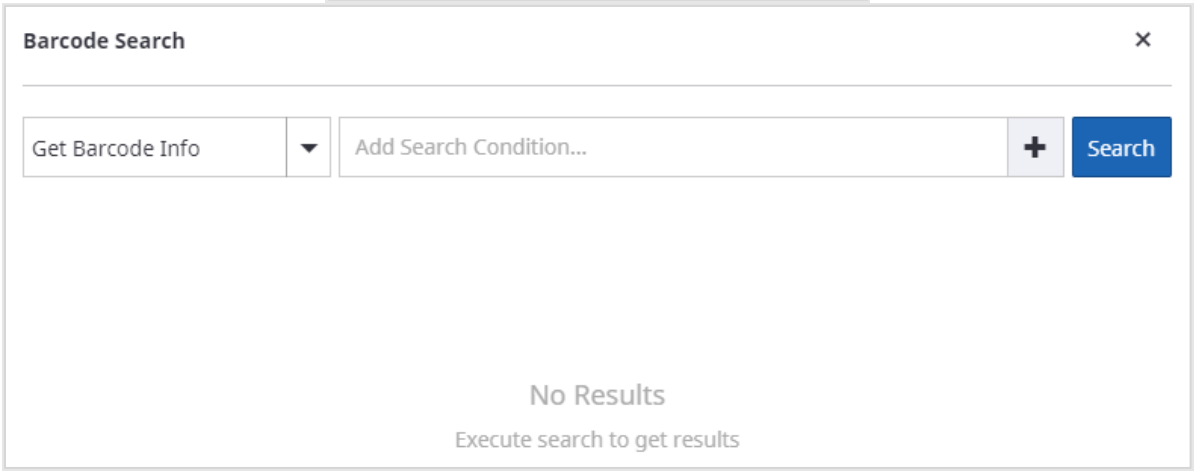
1. After the form has been scanned, a preview window appears. Click the **Open Batch** button at the bottom right of the window.

Note:

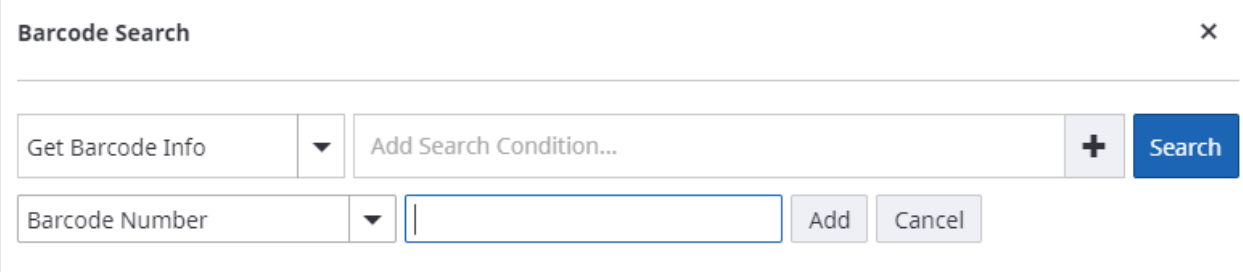
a. Legacy documents may not have a 2D barcode (or it is damaged) – in this case the **Barcode** field will not be populated by the scanning process.
b. 2D barcodes will populate in the **Barcode** field, however they will still need to be searched for using the following steps.

2. When the batch opens, the Document Properties panel displays on the right side of the screen. In the **Barcode** field, click the magnifying glass. This navigates you to the **Barcode Search** window.

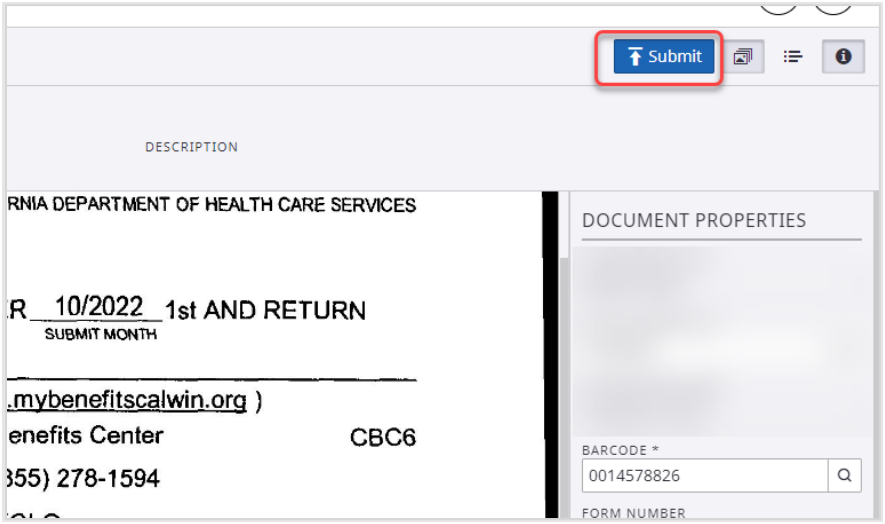




3. Click the **+** icon next to the **Search** button. The **Barcode Number** drop list displays with a field to enter the barcode number.



4. Select the displayed search result to populate the value in the **Barcode** field. The System uses this value to update the Customer Reporting record for this specific document. Ensure that all required fields are populated (Case Number, Form Name, and Barcode) and click the **Submit** button to process the batch.



What Should You Do?

Manually entering a CalWIN Legacy Barcode number

1. Place the cursor over **Client Corresp.** on the Global navigation bar.
2. Select **Barcodes** from the Local navigator.

Submit CalWIN Legacy Barcoded Documents

1. Go to the **Barcoded Document Routing Detail** page.
2. Enter CalWIN Legacy barcoded documents
   a. Enter (County ID) + 0000 in front of the 10-digit CalWIN document barcode
3. Enter date received into the **Date Received** field.
4. Click the **Submit** button to view the results.