CalSAWS | Printing the CW 31 in Non-English Language

Fact Sheet

Purpose

When accessing the Reception Log Detail page in view mode, the Generate CW 31 buttons can be found on the top or bottom of the page.

The Generate CW 31 button is used to generate the CW 31 Receipt for Documents form.
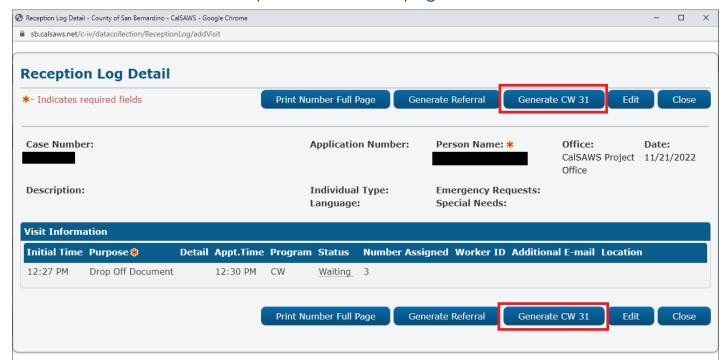
The CW 31 can be generated in a non-English threshold language from the reception log and printed via Client Correspondence – Distributed documents.

Note: CalSAWS has functionality to display non-English forms in English for the worker to understand what is being distributed. They will print in the non-English threshold language.
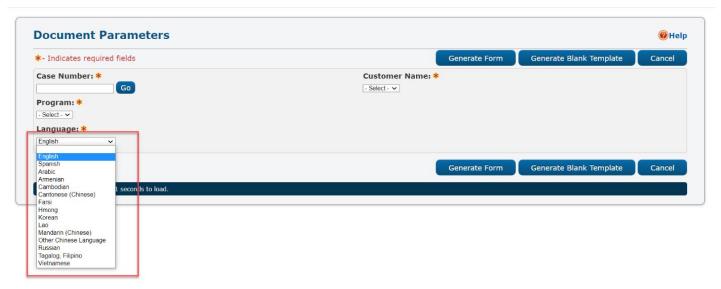
What Should You Do?

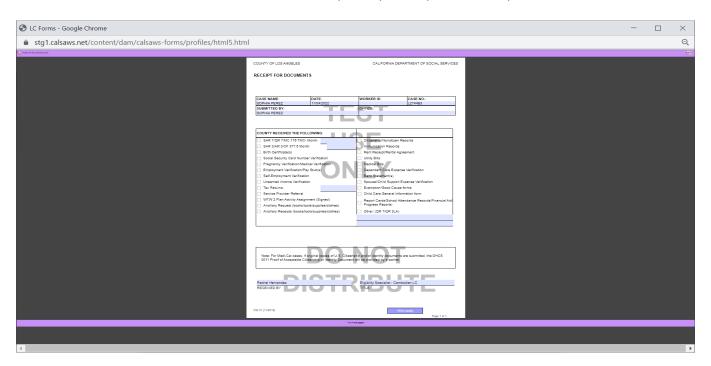### Generating the CW 31 in non-English languages from the Reception Log Detail Page

1. When accessing the Reception Log Detail page in view mode, the **Generate CW 31** buttons can be found on the top or bottom of the page.

2. The **Generate CW 31** button is used to generate the CW 31 Receipt for Documents form.

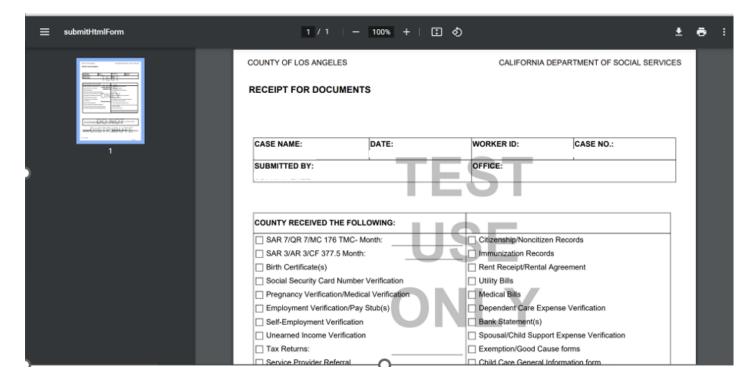3. Follow the document parameters prompts.

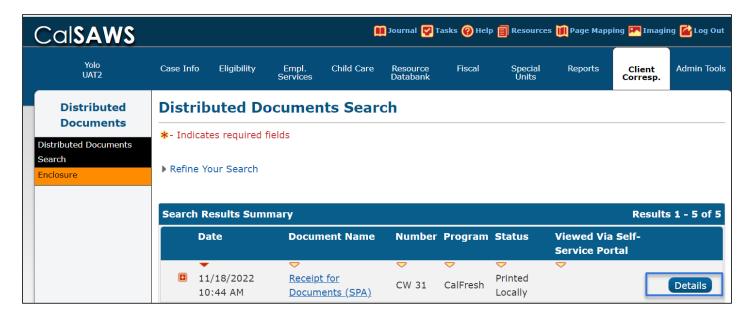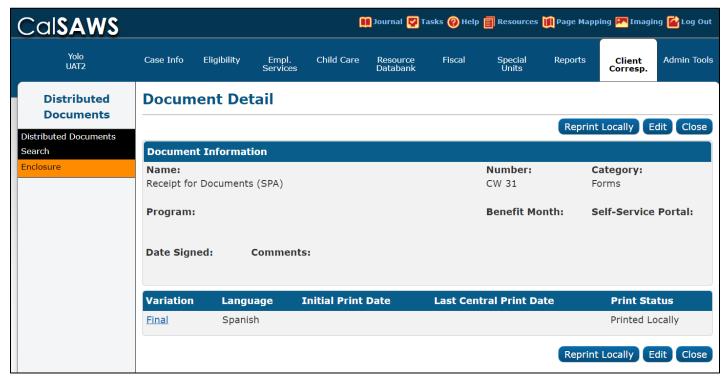4. Generate the CW 31 form and follow the prompts to print locally.

5. Close out the pop-up print window. **Do not print** the CW 31 form displayed from here, as it is in the English language.

6. Go to the **Distributed Documents Search** page.
7. Enter the appropriate search criteria.
8. Click the **Search** button.
9. Click the **Details** button to access the **Document Detail** page.

10. Click the **Details** button for the generated CW 31 form. Note that there is a language indicator in parentheses (in this example, for Spanish as SPA) indicating the language of the correspondence it was generated in.

11. Click the **Reprint Locally** button.

12. Specify the print reason and click the **Submit** button to generate the CW 31 in the non-English threshold language requested by the client.