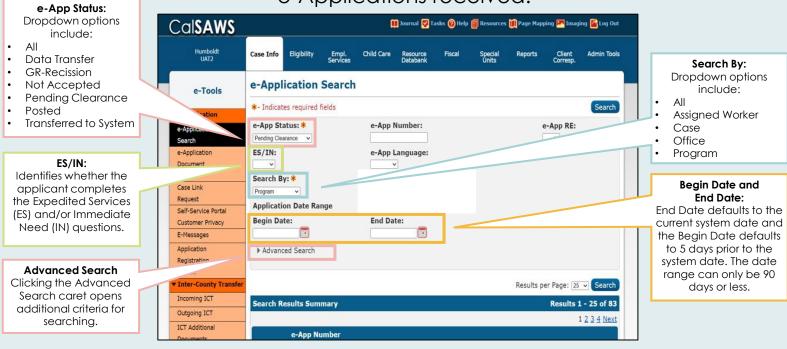# CalSAWS e-Applications

The e-Application is an online application formatted after the SAWS 2 Plus that applicants can access via BenefitsCal.
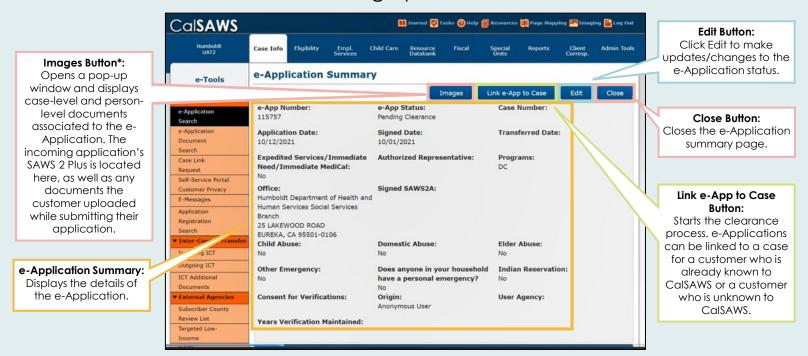
e-Application Search Page

The **e-Application Search** page allows workers to search for e-Applications received.

e-App Status:
Dropdown options include:
- All
- Data Transfer
- GR-Recission
- Not Accepted
- Pending Clearance
- Posted
- Transferred to System

ES/IN:
Identifies whether the applicant completes the Expedited Services (ES) and/or Immediate Need (IN) questions.

Advanced Search
Clicking the Advanced Search caret opens additional criteria for searching.

Search By:
Dropdown options include:
- All
- Assigned Worker
- Case
- Office
- Program

Begin Date and End Date:
End Date defaults to the current system date and the Begin Date defaults to 5 days prior to the system date. The date range can only be 90 days or less.

e-Application Summary Page

The **e-Application Summary** page displays the e-Application information and allows workers to initiate the e-Application to case linkage process.

Images Button*:
Opens a pop-up window and displays case-level and person-level documents associated to the e-Application. The incoming application's SAWS 2 Plus is located here, as well as any documents the customer uploaded while submitting their application.

e-Application Summary:
Displays the details of the e-Application.

Edit Button:
Click Edit to make updates/changes to the e-Application status.

Close Button:
Closes the e-Application summary page.

Link e-App to Case Button:
Starts the clearance process. e-Applications can be linked to a case for a customer who is already known to CalSAWS or a customer who is unknown to CalSAWS.

*Access to the Images button will be driven by your CalSAWS security rights – if a worker does not have access to this button, this button will not display.

Linking e-Applications

- e-Applications are linked to cases in CalSAWS by clicking the Link e-App to Case button and completing the clearance process.

- When an e-Application is linked to a CalSAWS case, the CalSAWS Imaging Solution will automatically reindex the e-Application documents.