

# Imaging Reports CERs Summarized

This list summarizes the Imaging Reports CERs that have not already been linked to a SCR.

This is for initial review by the Imaging Committee to discuss what is need for Imaging Reporting. It is not a guarantee that the requested change can/will be made. Formal changes will be listed and described in the draft design document for SCR CA-275945.

## Documents Captured Report

1. CER CA-275031
  - a. Add details of each document (form name, scan date, submit date, documents submitted, pages submitted) submitted in addition to existing staff name, office number.
2. CER CA-267225
  - a. Add details for each document (case #, office #, staff name, capture source, document name). To be used to confirm something was captured.
3. CER CA-276631
  - a. Include detail information of documents in the queues. To be used to assign work to staff.
4. Committee requests
  - a. List received date
  - b. Everything uploaded from BC w/ case info and form info.
  - c. Bundle ID

## Exception Queue Aging Report

1. CER CA-267226
  - a. Add details for each document (case number, worker ID, form name). To be used to help staff determine what documents they have in queues.
2. SCR CA-256583
  - a. Add aging information for the QA & Indexing queue.
3. Committee requests
  - a. Scanned date, time in queue
  - b. Group info by unit and by supervisor
  - c. Include queue info

## No specified report

1. CER CA-274607
  - a. A daily report that totals the number of documents a user has processed out of each queue. Include "keywords modified" by queue.
  - b. A way to determine who changed information on a specific document. In other words, a way to audit the history of a specific document.
2. CER CA-276650
  - a. Create report to determine scanning volume for a specific date range. Data would include:
    - i. User/Worker ID

- ii. Number of Scans
- iii. Number of Pages Scanned

Filter by:

- i. Dates
- ii. Office
- iii. User

### 3. Committee Requests

- a. Report w/ worker ID of assigned to the case, and list the unindexed images as close to real time as possible.  
Note, worker IDs are currently not stored within Imaging. A new mechanism would be needed to retrieve worker IDs in CalSAWS. Worker IDs may not be reliable, because more than one worker ID may be linked to a case, depending on the programs. Additionally, one user may have more than one worker ID.
- b. Reports have search values that are not applicable that should be removed.
- c. Report of which documents end up in a queue by Capture Information.
  - i. All details, case info, form info, etc.
- d. Returned Mail
  - i. Details on which form was captured, plus case info
  - ii. Indicate if undeliverable, or other
- e. Can reports be placed in the BI?
- f. Real time view of how many documents are in a queue if more than 500.