CalSAWS

California Statewide Automated Welfare System

Design

CA-268153

Imaging to allow users to remove entire batch in QA

	DOCUMENT APPROVAL HISTORY	
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DATE	VERSION	REVISION DESCRIPTION	AUTHOR
12/10/2024	1	Initial Version	Robyn Anderson
2/8/2025	1.1	Review	Chris Vasquez

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CA-268153 – Imaging to allow users to remove entire batch in QA

1 OVERVIEW

Enhance Imaging to allow specific users to delete an entire batch in QA & Indexing without needing to delete each page.

1.1 Current Design

Currently, users must delete documents from the QA queues by removing each page individually. Once all pages are deleted, an overnight batch job removes the empty folder. This process is inefficient, particularly for documents with 20+ pages or batches containing multiple documents. There is no option to delete an entire batch at once.

1.2 Requests

Give users a way to delete the entire batch without having to delete each individual page in the batch.

1.3 Overview of Recommendations

1. Enhance the Submit button on the Capture and Indexing screen by adding a drop-down menu with the options "Submit Batch" and "Undo Batch."
2. Implement a Batch Removal queue to temporarily store deleted batches. A nightly batch job, using similar logic to the existing process for removing empty folders from the QA queues, will automatically clear this queue.

1.4 Assumptions

1. Access to the Undo Batch feature will be controlled by the existing Imaging Document Remove security permission
2. Workflow routing within the Imaging Solution will remain unchanged
3. The feature will be available in all capture modes

2 RECOMMENDATIONS

2.1 Allow users to remove entire batch in QA

2.1.1 Overview

To enable users to delete an entire batch at once, the Submit button on the Capture and Indexing page will be modified, and a new queue will be introduced to process routed batches for nightly removal.

2.1.2 Description of Change

1. The Submit button on the Capture and Indexing page will be replaced with a Send To button that opens a dropdown menu, like the one on the Barcode Verification and Exceptions screens. Users can select either "Submit Batch" or "Undo Batch." The Submit Batch option will route the batch to the Imaging workflow for processing and archiving.
2. The Undo Batch option will send the batch to the new Batch Removal queue. Batches in this queue will not be accessible to users and will be deleted nightly.
3. Users without the Document Removal security permission will not have access to the Undo Batch option.
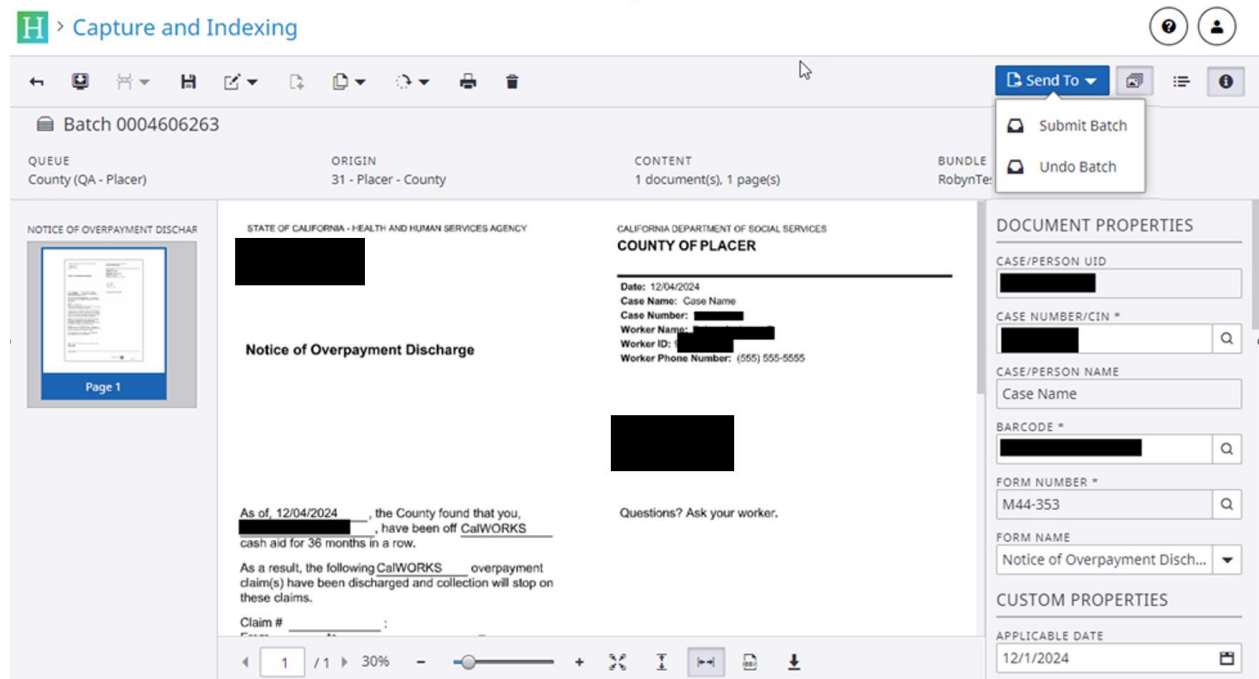

Figure 2-1-2-1 Updated the Submit button

2.1.3 Partner Integration Testing

NA

2.1.4 Data Volume/Performance

NA

2.1.5 Interface Partner

NA

2.1.6 Failure Procedure/Operational Instructions

NA

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
CA-214058	Workflow	Environment Workflow Config	CA - 214058 - Environment Workfl