


Distribution Date	July 31, 2025
To	PPOC.All; Committee.Training.All
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	CalSAWS Quick Guides – Imaging: Searching for Documents

PPOCs, please forward to the appropriate impacted staff in your county:

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| <input checked="" type="checkbox"/> General
<input type="checkbox"/> Policy
<input type="checkbox"/> CW
<input type="checkbox"/> CF
<input type="checkbox"/> MC
<input type="checkbox"/> CMSP
<input type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input checked="" type="checkbox"/> BenefitsCal
<input type="checkbox"/> Customer Correspondence
<input type="checkbox"/> OCAT
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Fiscal
<input type="checkbox"/> GA/GR
<input type="checkbox"/> Help Desk
<input checked="" type="checkbox"/> Imaging
<input type="checkbox"/> Security
<input type="checkbox"/> Task Management
<input type="checkbox"/> Technical
<input checked="" type="checkbox"/> Training |
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Description	<p>Purpose</p> <p>The purpose of this CIT is to inform Counties of the availability of one new Quick Guide – Imaging: Searching for Documents. This Quick Guide is now available in the Learning Management System (LMS).</p> <p>Background</p> <p>The CalSAWS Quick Guides were created to provide users additional training resources to assist them in performing functions in CalSAWS. They include step-by-step instructions as well as screenshots to enhance the learning experience.</p> <p>Additional Information</p> <p>The Imaging: Searching for Documents Quick Guide provides users with information on how to search for uploaded documents in the Imaging Solution. It provides guidance on different search options within the context of a case and through the Imaging link. It is intended to provide helpful tips on searching for documents that have been submitted by customers through BenefitsCal, but is not inclusive of all Document Upload/Imaging functionality. Additional resources, including Quick Guides, Job Aids,</p>
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	<p>WBTs, etc., should continue to be utilized to obtain a thorough understanding of this functionality within CalSAWS and BenefitsCal.</p> <p>County Actions</p> <p>Please distribute this CIT and the CalSAWS Quick Guides to any County staff who perform these functions. The Quick Guides can be found in the LMS.</p> <p>Access to the LMS is available to all users and is encouraged. A request for access can be submitted as a Single or Bulk LMS Access Request through CalSAWS ServiceNow. Users needing access to the LMS must follow their County's process.</p> <p>If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.</p>
Primary Project Contact	<p>Corey Morris Policy Design Lead (916) 282-3711 MorrisC@CalACES.org</p>
Backup Project Contact	<p>Elizabeth Palm Trainer (323) 401-2082 PalmE@CalSAWS.org</p>
Attachments	<p>CalSAWS Quick Guide – Imaging – Searching for Documents</p>
Web Portal Link	<p></p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none">1. Click on the CRFIs & CITs link at the top of the page.2. Click on the "CalSAWS Information Transmittal (CIT)" folder.3. Click on the "2025" folder.4. Click on the appropriate CIT # folder.