


Imaging by Person

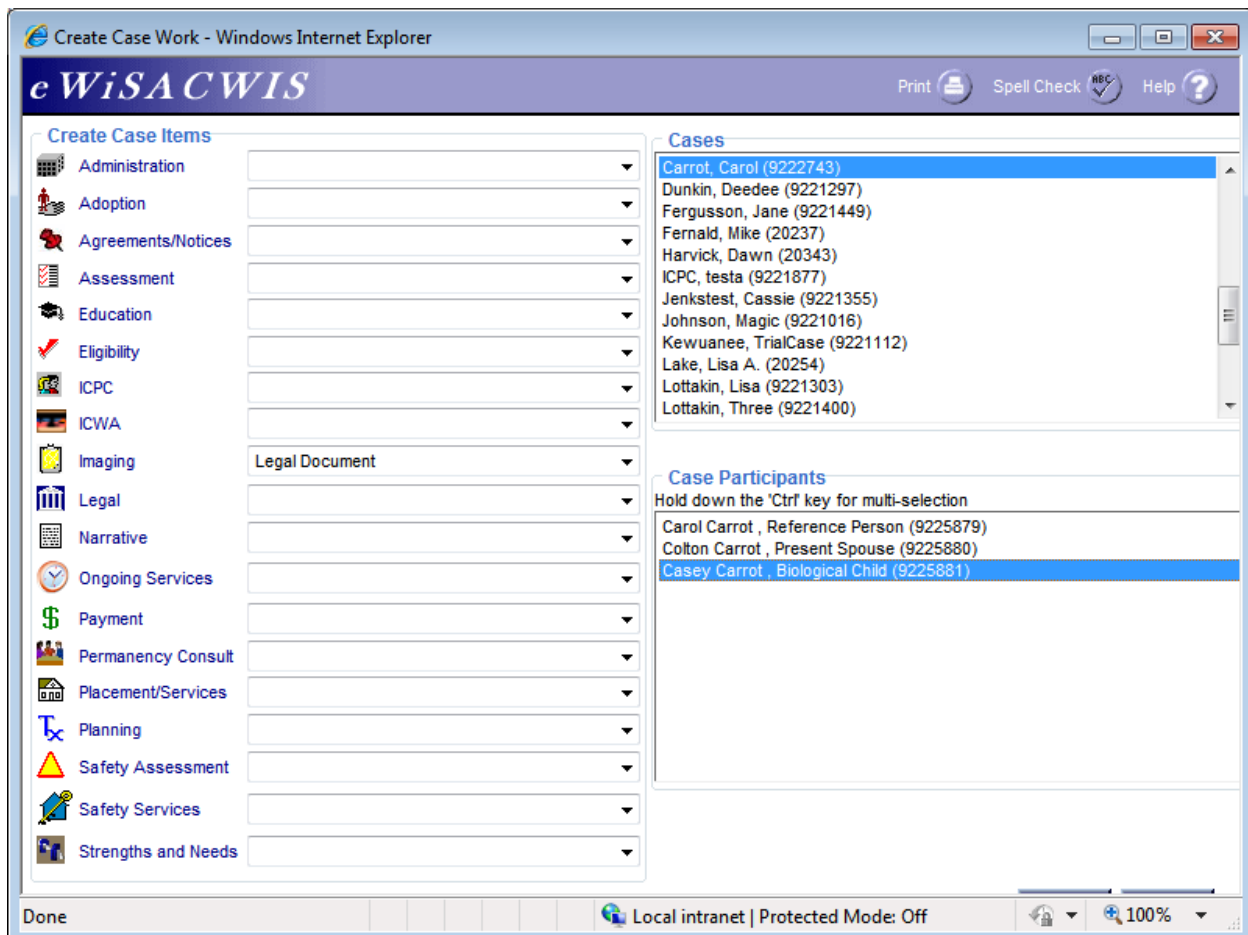
Note: In order to add images, an assignment to the case/provider is not needed. However, additional security is needed for the Imaging Search page.

If you have an assignment to the case:

1. From the desktop, go up to Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Worker page, select the appropriate category from the Imaging drop-down for the type of imaging document you would like to upload. Please see the imaging memo for further details:

http://dcf.wisconsin.gov/memos/num_memos/DSP/2010/2010-10.pdf

3. Select the Case and the Case Participant that the image is for. If the image is for multiple participants, select your participants by holding the control (Ctrl) button while clicking on the participant's name.
4. Click on the Create button. This will open the Imaging page.



5. On the Imaging page, enter the Date of Document and an Effective To date, if applicable.

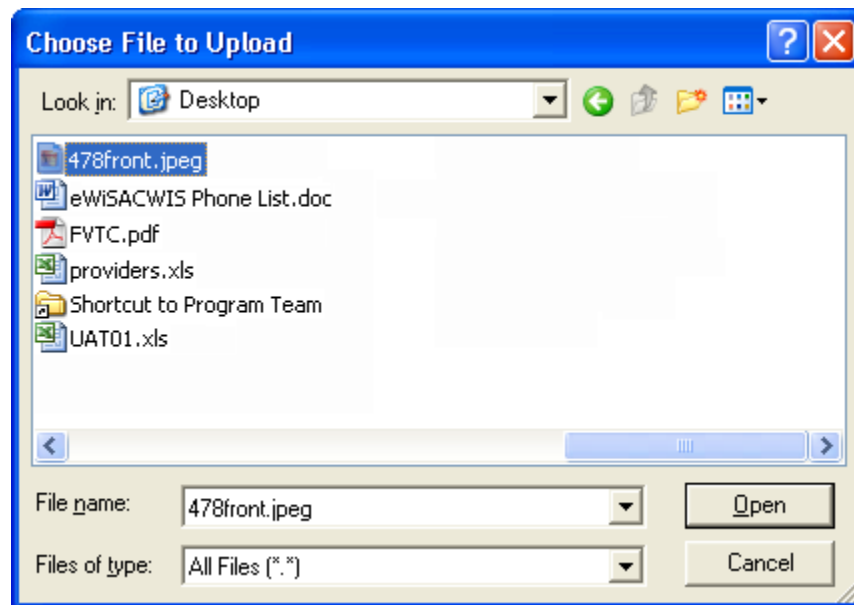
The screenshot shows a web browser window titled "Imaging - Windows Internet Explorer" displaying the "eWISACWIS" application. The interface is divided into several sections:

- Case Details:** Case: Carrot, Carol (9222743) | Worker: Frank Fox
- Image Details:**
 - Date of Document: 10/12/2011 | Effective To: 00/00/0000
 - Category: Legal Document
 - Type: Temporary Physical Custody Order (dropdown menu)
 - File Name: [Empty field] | Browse...
 - Comments: [Empty text area]
 - Last Updated By: [Empty field] | Delete
- Participants:**
 - Carrot, Carol (Reference Person)
 - Carrot, Casey (Bio Child) (highlighted)
 - Carrot, Colton (Present Spouse)

At the bottom of the page, there are three buttons: Create, Save, and Close. The browser status bar at the bottom indicates "Local intranet | Protected Mode: Off" and "100%".

6. Select the type of document from the Type drop-down. Each category has a different list of types. If your document is not listed, select the 'Other' option. For example, 'Other-Court Order' or 'Other-Participant Document.'
7. If you have not already done so, select the participant you would like the document attached to. Again, you can multi-select participants by holding the control (Ctrl) button while clicking on the name, if applicable.
8. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up.

9. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



Note: Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, xls, tiff, tif, and pdf and cannot exceed 10 MB.

10. Prior to saving the page, you can view the document by selecting the View hyperlink next to the File Name.

Imaging - Windows Internet Explorer

eWISACWIS Print Spell Check Help

Case Details
Case: Carrot, Carol (9222743) Worker: Frank Fox

Image Details

Date of Document: 10/12/2011 Effective To: 00/00/0000 Participants:
Carrot, Carol (Reference Person)
Carrot, Casey (Bio Child)
Carrot, Colton (Present Spouse)

Category: Legal Document
Type: Temporary Physical Custody Order

File Name: Browse...

Comments:

Last Updated By:

[Eligibility Verification](#)

Done Local intranet | Protected Mode: Off 100%

11. Enter any comments in the Comments field.

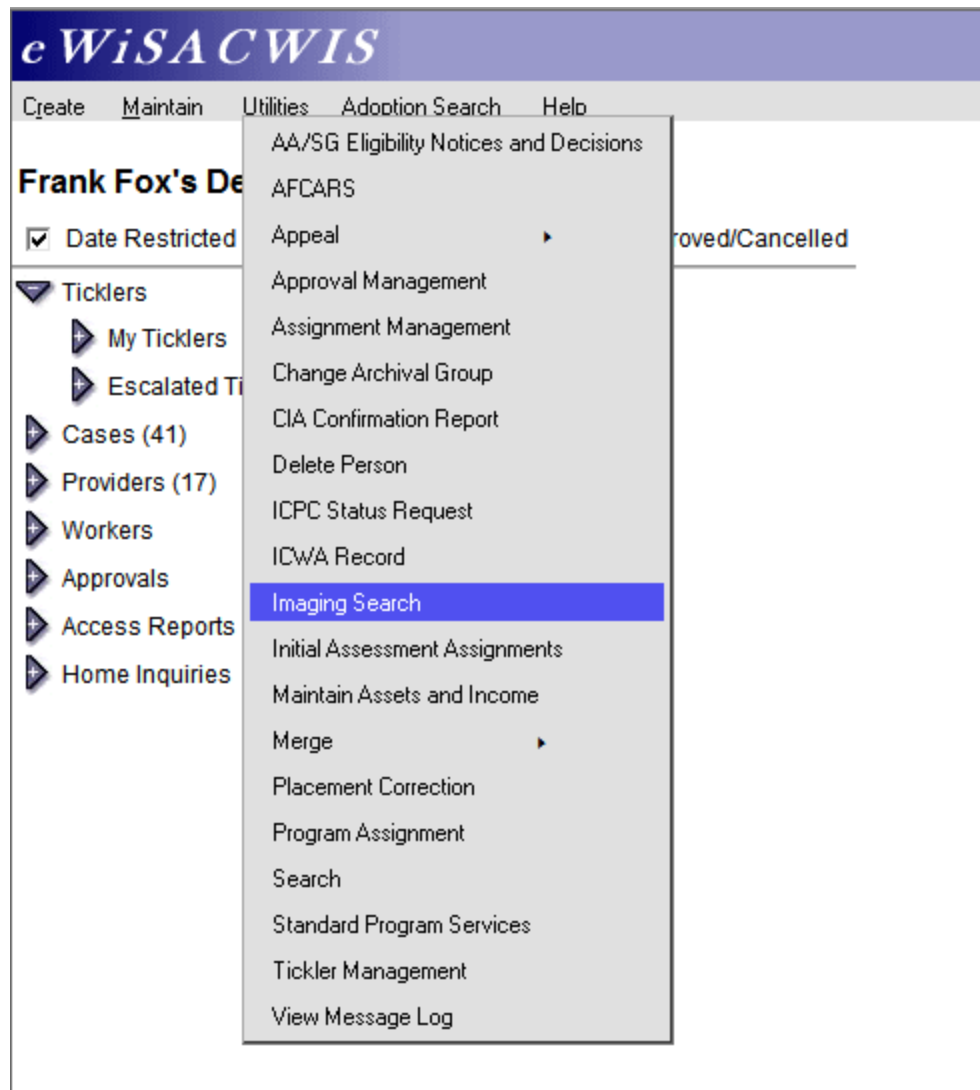
12. When all required fields have been completed, click Save.

13. At this point, you can delete the document if you added it to the wrong case by clicking the Delete button. If you added the document to the wrong person in this case, update the Participants box with the correct person.

14. You can also create new images for this case by selecting the Create button and following steps 4-11.

If you do not have an assignment to the case:

1. From the desktop, click Utilities > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Person in the Search by drop-down. This will open the Case Search page.

Note: Please see the Imaging Case and Imaging Provider Quick Reference Guides to search by Case or Provider.

Imaging Search - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Search Criteria

Search by: Name: Start Date: 09/28/2010 End Date: 09/28/2011

Category: Type:

Case
Person
Provider

Hold down the 'Ctrl' key for multi-selection

Search

Results

Create Close

Done Local intranet | Protected Mode: Off 100%

3. On the Person Search page, enter the Last Name and First Name or Person ID to conduct your search and click Search. In the Persons Returned group box, select the radio button next to the correct person and click the Continue button.

The screenshot shows a web browser window titled "Person Search -- Webpage Dialog" with the "eWiSACWIS" logo. The search criteria section includes fields for Last Name (Carrot), First Name, Person ID, SSN, DOB (00/00/0000), Gender, Street, City, and ZIP Code. A search precision slider is set to "High" and the sort order is "Alpha". The "Persons Returned" section lists four individuals:

Person	Gender	DOB	Race
<input type="radio"/> Carrot, Carol (9225879)	Female	02/12/1976	Caucasian
<input checked="" type="radio"/> Carrot, Casey (9225881)	Female	02/04/2006	Caucasian
<input type="radio"/> Carrot, Chris (800068)	Male		
<input type="radio"/> Carrot, Colton (9225880)	Male	01/11/1977	Caucasian

At the bottom right, there are buttons for "Create", "Continue", and "Close".

- This will bring you back to the Imaging Search page. The page will now display all documents for the person for all cases the person is attached to. The results will display all documents from the past year, unless the Start Date and End Date have been updated. To add a document, select the Category and Type of document. Click Create.

Imaging Search - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Search Criteria

Search by: **Person** Name: Carrot, Casey (9225881) [Person Search](#) Start Date: 09/28/2010 End Date: 09/28/2011

Category: Licensing Appeal Medical/Mental Health Participant Document Placement/Services Planning Subsized Guardianship

Type:

Hold down the 'Ctrl' key for multi-selection Search

Results

Category	Type	Participant	Date	File Name	
Legal Document	Temporary Physical Custody Order	Carrot, Casey	09/28/2011	TPC_Carrot.pdf	Edit
Legal Document	CHIPS Petition	Carrot, Casey	09/21/2011	bp1.bmp	Edit

Record 1 to 2 of 2 Create Close

Done Local intranet | Protected Mode: Off 100%

5. On the Imaging page, select the Case for the participant. The list of cases will identify whether the case is currently open or closed. Enter the Date of Document (and an Effective To date, if applicable).

The screenshot shows a web browser window titled "Imaging -- Webpage Dialog" with the "eWiSACWIS" logo. The interface includes a navigation bar with "Print", "Spell Check", and "Help" options. The main content area is divided into two sections: "Participant Details" and "Image".

Participant Details:

- Name: Carrot, Casey (9225881)
- Worker: Frank Fox
- Case: [Dropdown menu]

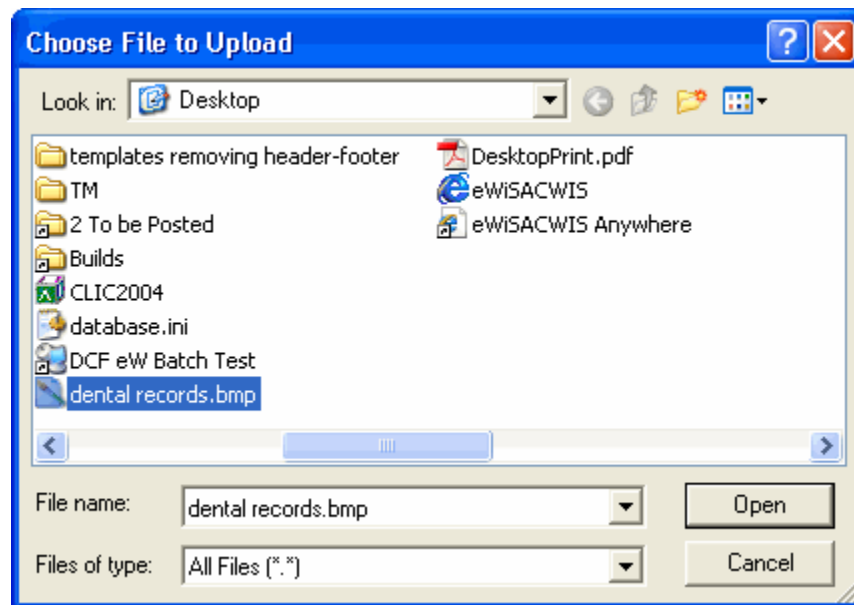
Image:

- Image: Carrot, Carol (9222743) CPS Family - Initial Assessment (opened)
- Date of Document: 00/00/0000
- Category: Medical/Mental Health
- Type: Dental Record
- File Name: [Text field] [Browse...]
- Comments: [Text area]
- Last Updated By: [Text field]

Buttons at the bottom: Create, Save, Close, and Delete.

6. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up.

7. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



Note: Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, xls, tiff, tif, and pdf and cannot exceed 10 MB.

8. Prior to saving the Imaging page, you can view the document by selecting the View hyperlink next to the File Name.

Imaging -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Participant Details

Name: Carrot, Casey (9225881) Worker: Frank Fox

Case: Carrot, Carol (9222743) CPS Family - Initial Assessment (opened)

Image Details

Date of Document: 11/03/2010

Category: Medical/Mental Health

Type: Dental Record

File Name: bp1.bmp [View](#)

Browse...

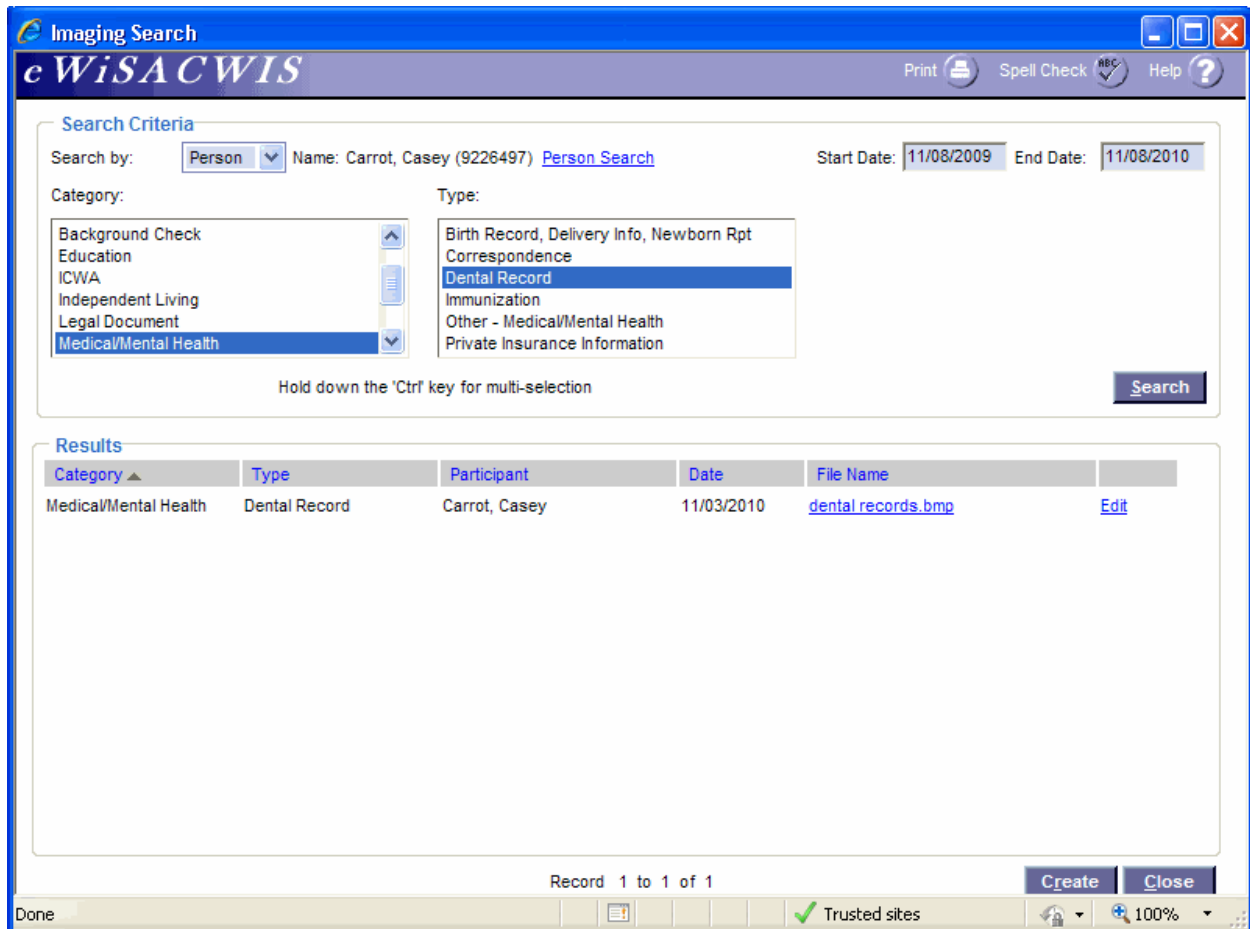
Comments:

Last Updated By: Delete

Create Save Close

9. Enter any comments in the Comments field.
10. When all required fields have been completed, click Save.
11. At this point, if you added this document to the wrong case for this participant, update the Case drop-down. If, for any other reason this document is incorrect, click the Delete button to remove the image.
12. You can also create new images for this case by selecting the Create button and following steps 5-10.
13. Click Close. This will return you to the Imaging Search page.

14. The Imaging Search page will display all documents for the Category and Type you selected, based on the Start Date and End Date (the default is the past year). To view the image for a particular result, click on the blue hyperlink in the File Name column to access the scanned document directly, or click the Edit hyperlink to access the associated Imaging page.



15. You can also view the documents that you have just added on your desktop or the Search page. Expand the icon in which the document is attached to. You will see the Images icon with the number of images for that category of document listed. Expand the Images icon to retrieve the document you are looking for.

eWiSACWIS - Windows Internet Explorer

eWiSACWIS Case Work Provider Work




















Create Maintain Utilities Adoption Search Help

Beth Rudy's Desktop

Date Restricted Participant View View Not Approved/Cancelled

Ticklers

Cases (10)

-  [Allen, Sarah \(9221073 \)](#) [Actions](#)
 CPS Family - Ongoing 10/08/2008 Rudy, Beth Eau Claire - Courthouse 3726 Madison , Apt.#21. , Eau Claire, WI 5
-  [Carrot, Carol \(9222296 \)](#) [Actions](#)
 CPS Family - Initial Assessment 06/14/2010 Rudy, Beth ERO-Bethany CS 222 Main Street , Appleton, WI 54919
-  Access Reports
-  Assessment
-  Assets and Income
-  Assignment
-  Eligibility
-  ICWA
-  Legal
-  [Images \(2\)](#)
 -  [Legal Document - Temporary Physical Custody Order](#) (Details)
 10/12/2010 Carrot, Casey
 -  [Legal Document - Temporary Physical Custody Order](#) (Details)
 10/12/2010 Carrot, Casey
-  [Legal Record](#)
 Carrot, Casey 9226497 Agency Cstdy/Supv - Plcmnt w/Lic Provider
-  Medical/Mental Health
-  [Images \(1\)](#)
 -  [Medical/Mental Health - Dental Record](#) (Details)
 11/03/2010 Carrot, Casey
-  Participant Document
-  Placements
-  Related People