

# Redacting Documents in SCWOS

1

## Navigating to Documents



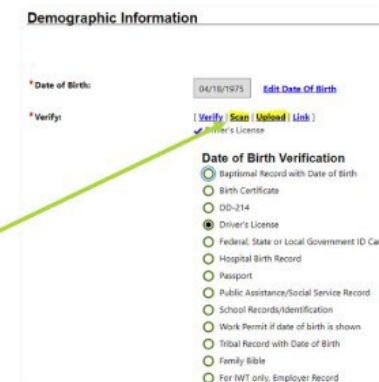
In the expandable menu at the top of the screen when assisting an individual, navigate to Staff Profiles -> General Profile -> Documents (Staff)

## Ways to Add a Document

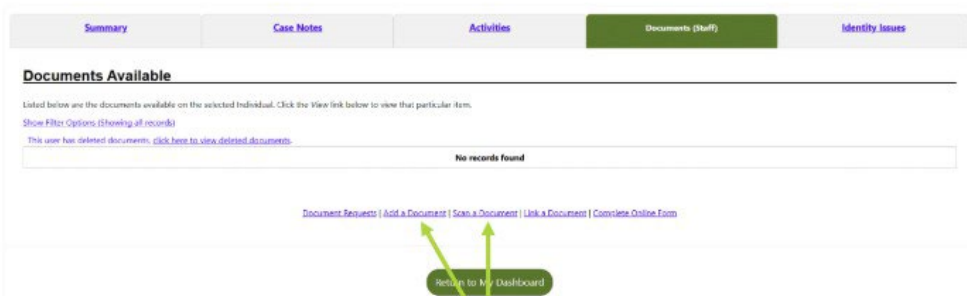


You may add initially or after eligibility by clicking on "Documents (Staff)."

You may add during eligibility for the program you represent (Wagner-Peyser, WIOA, TAA, etc).



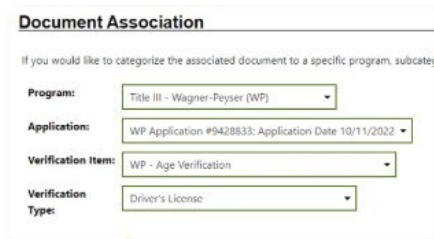
## Adding a Document



In either section, there are two ways to add a document into SCWOS that we currently use. Add from a file on your computer or shared drive or directly scan a document into the system.

## Document Association & Information

[Add a Document](#) Click on "Add a Document"



Fill out the associated fields, including program, application, verification item, and verification type.

Fill out applicable fields in the document information section, including any expiration dates.



## Attaching a Document

### Attach Document

Multiple documents can be uploaded simultaneously, but must

Click on "Select File" to upload a document.

Select the correct file from whatever location the file was stored at.

Name	Date modified	Type	Size
Verifications 20230922.xlsx	12/28/2023 3:27 PM	Microsoft Excel W...	200 KB
Driver License.docx	11/2/2023 8:02 AM	Microsoft Word D...	55 KB

Once you have selected the file and clicked "open," you will see it listed.

### Attach Document

Multiple documents can be uploaded simultaneously, but must

Then click save!

Save

## Redacting a Document

Document Name	Document Tags	Program Name	Category	Modify Date	Expiration Date	Action
Driver License.docx	Driver License	Title III - Wagner-Peyser (W/P)	Verification	12/29/2023 10:06	06/03/2025 12:00	View Edit Download Delete Mark as Medical

Click "Edit" to obscure any PII. You will then see the document and a toolbar above the document.



## Saving the Annotation



### Annotation Options

\*Save any new annotation or previously layered annotation as:

- ☒ Separate layer that can be changed later
- ☐ Permanently burned into the image (can not be changed later)

Once you have redacted the PII and other sensitive information using the tools available, it is time to save the attachment.

If the annotation is saved as a separate layer, staff with the appropriate privileges can remove/edit annotations. If you permanently burn the annotation into the image, it cannot be removed.



2

OTHER TOOLS	
<b>Zoom</b>	Click an icon to zoom out (make smaller) or zoom in (make larger) on the image, view the image in full size, or make the image the same size as the viewer's window.
<b>Mouse Tools</b>	The icons in this section will change your mouse pointer to perform different functions, such as dragging the image up/down/sideways, zooming in/out on the image, or cropping the image.
<b>B/W Image Clean-up</b>	These icons help to clean-up and enhance black and white images.
<b>Grayscale</b>	This icon changes a color image to black and white.
<b>Rotate</b>	Click an icon to rotate the image to the left (clockwise) or to the right (counterclockwise).

ANNOTATIONS	
	Draw Line
	Draw Line 2
	Draw Polygon
	Draw Freehand Annotation
	Draw Ellipse
	Draw Rectangle
	See Note!
	Mouse to Redact
	Draw Highlight
	Draw Text
	Draw Draft Stamp
	Create Sticky Note

**Note:** Employment Services and RESEA staff may choose to redact the entire document using the tools in SCWOS in accordance with State Instruction 25-02

# Linking a Document



[Link a Document](#)

Click on "Link a Document"

In the case where an individual is served by multiple programs, it is a good practice to check for any uploaded documents prior to asking the individual to produce again (for example if enrolling in the Adult program after the individual has been served in Wagner-Peyser). If there is a document that is already uploaded by another program that will satisfy one of the eligibility verifications for the program you are working in, the original document can be linked to the new application.

You may then link the document to as many verification items as needed. Filling out the document association and information sections will ensure the document is then available for your program.

**Document Association**

If you would like to categorize the associated document to a specific program, subcategory, application...

Program: Title I - Workforce Development (WIOA)  
Application: WIOA Application #9531806 Application Date 11/3/2023  
Verification Item: WIOA - Address Verification  
Verification Type: Driver's License

**Document Information**

Document Description: Driver License  
\*Document Tags: Do not enter personal identifiable information (PII) into this field.  
Keywords that will be indexed with this attachment: Driver's License  
Date Received: [Date Picker]  
Document Expires: ☐ Check if document expires  
Medical Document: ☐  
Sealed Document: ☐



Title I - Workforce Development (WIOA)

- Intro
- Verification
- Medical
- Public Assistance
- Eligibility Summary
- Contact
- Employment
- Services

Now when you go to the WIOA application, the document will be available under the verification section in the eligibility screens. It will also add another row to the documents section for the program you are providing services for.

Document Name	Document Type	Program Name	Category	Upload Date	Expiry Date	Action
Drivers License (PNG)	Driver's License	Title I - Workforce Development (WIOA)	Verification	12/26/2023 09:23		View Edit Delete Download Details
Drivers License (PNG)	Driver's License	Title II - Wagner-Peyser (WPS)	Verification	12/26/2023 09:54		View Edit Delete Download Details

**Residential Address**

\* Address 1: 10 Saughtree Lane West  
Address 2:  
\* Zip/Postal Code: 29045 Find Zip Code  
\* City: Elgin  
\* State: South Carolina  
\* County/Borough/Parish: Kershaw  
\* Country: United States  
\* Address Verify: [Verify] [Scan] [Upload] [Link]  
✓ Other Applicable Documentation, (specify)  
Driver's License (image/png) [remove]

# Scanning a Document

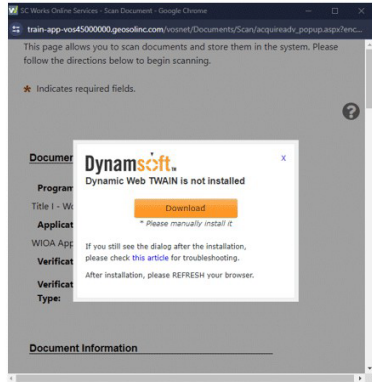


[Scan a Document](#)

\*Verify: [Verify] [Scan] [Upload] [Link]  
✓ Drivers License

If you have access to a scanner, documents can be uploaded directly from the scanner without having to save them on your hard drive first. You may either click "Scan a Document" in the Documents (Staff) section or click "Scan" for each eligibility item needing to be verified.

Once you click scan, if this is your first time scanning, you will receive a popup requiring you to install Dynamic Web TWAIN. You may need assistance from your IT department to install it.



The scanning section has both the Document Association and Document Information sections that were available when uploading a document from a file. In addition, there is a Scan Options and Settings section. You would need to select the source (scanner) and the pixel type and resolution and select any additional settings.



Once you have selected "Upload Document," the system should give you the message it has been uploaded successfully.

**Scan Options**

Select Source: Canon P-215 TWAIN  
Pixel Type: ☐ BW ☒ Gray ☐ RGB  
Resolution: 100  
**Settings**  
☐ Show Source User Interface  
☐ Discard Blank Page  
☒ Use Auto Document Feed  
☐ Duplex  
☐ Insert new scanned image before current image  
Scan Document

\*At this point, you would edit the document, add annotations, and burn them into the image.