

Operations Bulletin 2015-10: Splitting Scanned Documents (Issued 9/18/2015)

With BEACON Build 47.6, effective August 31, 2015, it is possible to separate and re-index one or more pages of an indexed scanned document packet from within the Scanned Document History page. For example, if a SNAP application was sent to the DTA Document Processing Center with verifications attached, the case manager who processes the application will be able to separate the permanent verifications from the application and re-index them as permanent verifications.

To split a scanned document packet from the Scanned Document History page:

1. Check the box next to the document packet that needs to be split.
2. Click the Split Scanned Document icon to open the Split Scanned Document page.

Scanned Document History

DTA Received	ID	Document	Status
08/10/2015	3023628	Request for Authorized Representative	Available
07/28/2015	2939687	SNAP Benefits Application	Entered
12/10/2014	1579774	SNAP Job Search Log	Entered
10/09/2014	798856	SNAP Benefits Application	Entered

1 - 4 of 4 Records

3. Click the Preview page to view the selected document and identify the page number(s) to split from the rest of the document packet.
4. Enter the appropriate page number(s) or number range in the Page(s) box. Page numbers must be entered using one of the following formats:
 - a. X (a single page);
 - b. X, Y, Z (specific pages only); or
 - c. X-Y (a page range)

5. Select the appropriate document type, document status and AU member name from the drop-down selections. If appropriate, check the Permanent checkbox to flag the document as a permanent verification.

Reminder: Documents with a status of Available or Reviewed will result in the creation of Actions (SNAP) or appear on the Available or Reviewed Scanned Document view of cash case managers. If the split document does not require additional attention, it must be assigned a document status of Entered or Not Entered, Unidentifiable or Inadequate.

6. If the original document needs to be split more than once (i.e., the original document packet contains verifications associated with multiple clients or a portion of the original document, like a marriage certificate, should be indexed to more than one client), click the Add Row Pop-up icon. Each time that this icon is clicked, an additional row is added so that the document can be further separated and indexed.
7. Click the Split & Reindex icon. The following pop-up message will appear: “Scanned document split has been completed. The split document(s) will be available in BEACON as soon as the updates are received from EDMC. The split document(s) can always be previewed from the Split Scanned Document page.”

Note: It may take up to 15 minutes for split documents to be available to work on in BEACON. If a document is split after 4pm, the newly created document will be available the following morning.

8. Once the document has been split, a document identification number will populate in the ID field(s) and the Preview icon, through which the split document can be viewed, will be enabled.

Split Scanned Document

Client
 Name SSN AP ID

EDM
 First Last SSN AP ID

Document (Original)
 DTA Received ID
 Type Permanent Page(s)
 Status Status
 Inadequate By

3

6

Document (Split(s))

Page(s)	Type	Permanent	Status	AU Member	ID	Preview
<input type="text" value="11"/>	<input type="text" value="Verification"/>	<input type="checkbox"/>	<input type="text" value="Entered"/>	<input type="text" value="JONATHAN S"/>	<input type="text"/>	<input type="button" value="Preview"/>

4 **5** **8**

7

An Online Guide page titled Splitting Scanned Documents is forthcoming.