

### Scanned Document History

Client

Document

From  To

ID   Linked

Comment

"Available" means document uploaded to case file but NOT acted on.

✓	DTA Received	ID	Document	Status	Status
<input type="checkbox"/>	01/06/2015	1716284	Verification	Available	01/07/:
<input type="checkbox"/>	11/24/2014	1471218	Verification	Entered	01/06/:
<input type="checkbox"/>	09/10/2014	634469	Verification	Entered	09/11/:
<input checked="" type="checkbox"/>	07/28/2014	162277	Verification	Entered	07/29/:
<input type="checkbox"/>	05/29/2014	265413	SNAP Job Search Log	Entered	05/29/:
<input type="checkbox"/>	01/01/2014	1053903	Verification	Entered	10/29/:

1 - 6 of 6 Records

"Entered" means document uploaded to case and review by a DTA worker.

#### How to find out if DTA looked at client's documents:

First, ask the DTA worker to pull up the "Scanned Document History Tab" in BEACON. Second, ask her to look for any documents not processed (coded as "available.") Third, if the document is already "entered", ask worker to look again at the documents to be sure they handled properly. There are often mistakes.