



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

How to Cancel a Case

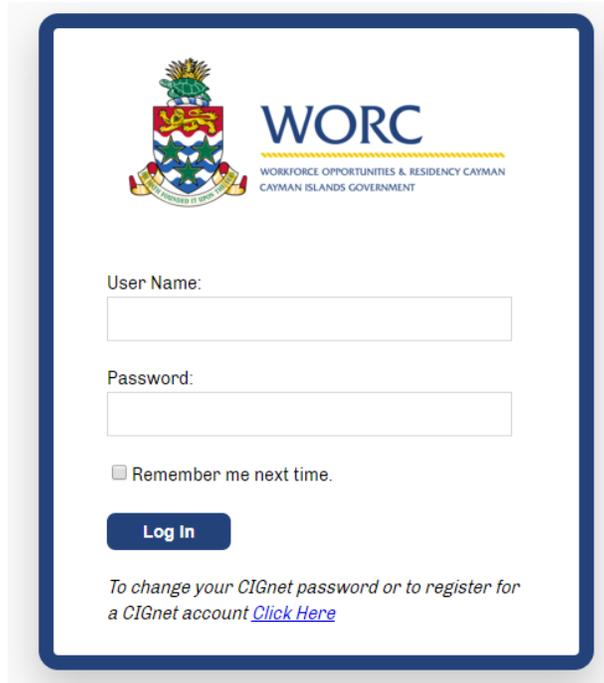
A QUICK GUIDE TO USING THE ONLINE PORTAL





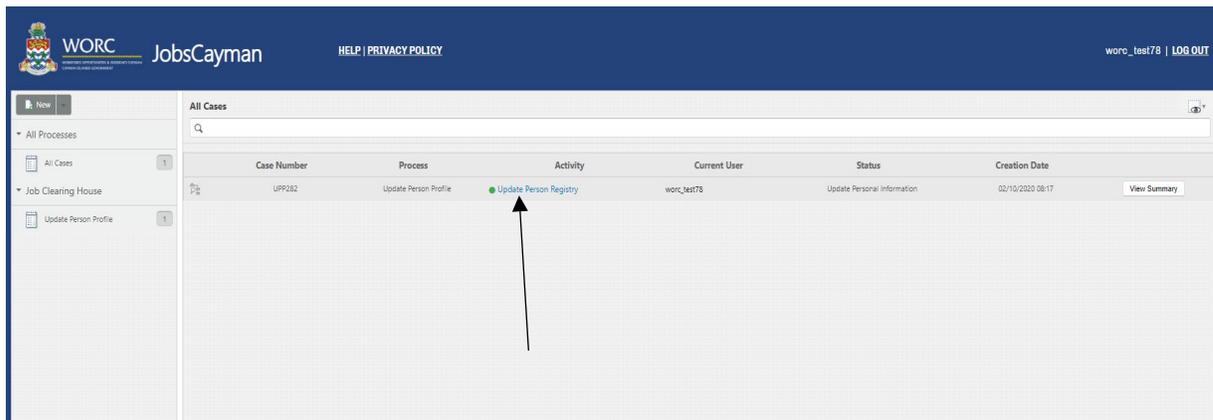
How to Cancel a Case

1. Log in to your account



The screenshot shows the WORC login interface. At the top left is the Cayman Islands Government logo. To its right is the text 'WORC' in large blue letters, followed by 'WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN' and 'CAYMAN ISLANDS GOVERNMENT' in smaller blue text. Below this is a 'User Name:' label and an empty text input field. Underneath is a 'Password:' label and another empty text input field. A checkbox labeled 'Remember me next time.' is positioned below the password field. A blue 'Log In' button is centered below the checkbox. At the bottom of the form, there is a link: 'To change your CIGnet password or to register for a CIGnet account [Click Here](#)'.

2. Select the case (by clicking on the blue words)



The screenshot shows the WORC JobsCayman dashboard. The top navigation bar includes the WORC logo, 'JobsCayman', 'HELP | PRIVACY POLICY', and 'worc_test78 | LOG OUT'. A sidebar on the left contains a 'New' button and a list of processes: 'All Processes', 'All Cases', 'Job Clearing House', and 'Update Person Profile'. The main content area is titled 'All Cases' and features a search bar. Below the search bar is a table with the following columns: Case Number, Process, Activity, Current User, Status, and Creation Date. A single row is visible with the following data: Case Number 'UPP282', Process 'Update Person Profile', Activity 'Update Person Registry' (highlighted in blue with a green dot and an arrow pointing to it), Current User 'worc_test78', Status 'Update Personal Information', and Creation Date '02/10/2020 08:17'. A 'View Summary' button is located at the end of the row.

Case Number	Process	Activity	Current User	Status	Creation Date
UPP282	Update Person Profile	Update Person Registry	worc_test78	Update Personal Information	02/10/2020 08:17



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3. Select events

The screenshot shows the 'Update Person Profile' page for case UPP282. The left sidebar has tabs for 'Details', 'Assignees', and 'Events'. The 'Events' tab is active, showing a list of events. An arrow points to the 'Update Person Profile' event. The main content area shows the 'Update Person Profile' form with the following details:

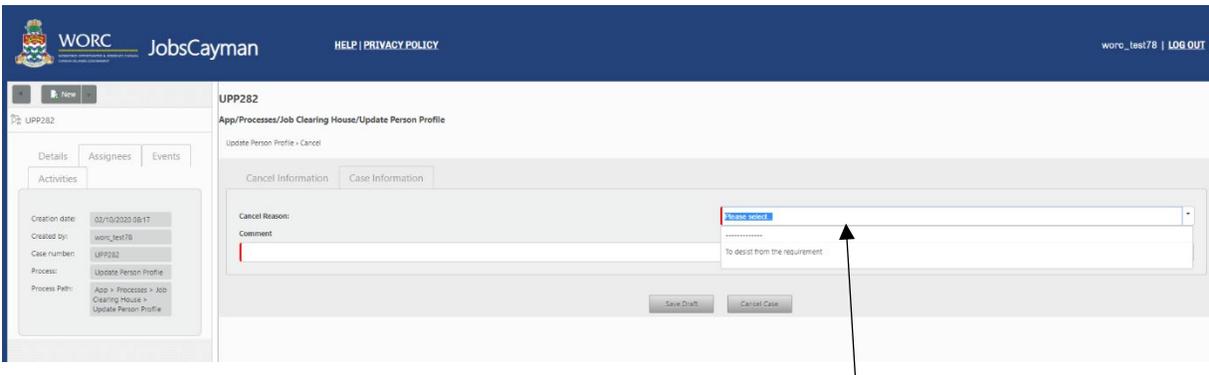
Name and Immigration Information			
Person Registry ID:	470001122029	Date of Birth:	12/20/1996
First Name:	Kellan	Citizenship:	Cayman Islands
Middle Name:	Inez-Jane	Immigration Status:	Caymanian
I Have No Middle Name:	<input type="checkbox"/>	Immigration Status Expiration:	MM/dd/yyyy
Last Name:	DaCosta	Passport Country:	Please select...
Maiden Name:		Evidence:	backgroundDefault.jpg
Gender:	Female	Passport:	backgroundDefault.jpg

4. Click on cancel

The screenshot shows the same 'Update Person Profile' page. In the left sidebar, the 'Event name' field is highlighted, and the 'Cancel' button is visible. An arrow points to the 'Cancel' button.

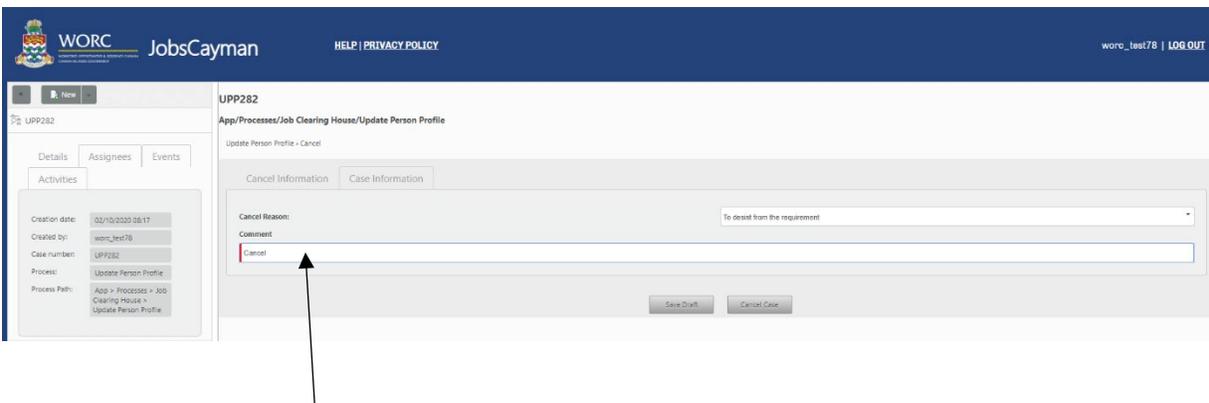
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5. Select reason



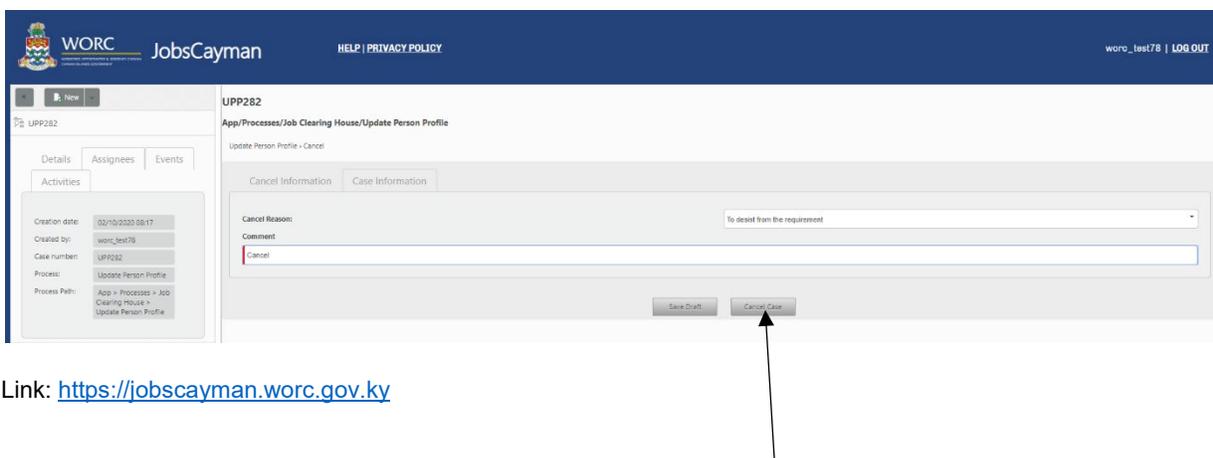
The screenshot shows the 'Update Person Profile - Cancel' form. The 'Cancel Reason' dropdown menu is open, showing the selected option 'To desist from the requirement'. An arrow points to the dropdown menu.

6. Type in "Cancel" in the comment box.



The screenshot shows the 'Update Person Profile - Cancel' form. The 'Comment' text box now contains the word 'Cancel'. An arrow points to the comment box.

7. Then hit "Cancel Case" button.



The screenshot shows the 'Update Person Profile - Cancel' form. The 'Cancel Case' button is highlighted with an arrow.



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8. Hit the back button to return to the main screen

The screenshot shows the 'UPP282' case detail page. The left sidebar contains a 'Details' section with the following information:

- Creation date: 02/10/2020 08:17
- Created by: worc_best78
- Case number: UPP282
- Process: Update Person Profile
- Process Path: App > Processes > Job Clearing House > Update Person Profile
- Status: Closed

The main content area shows 'App/Processes/Job Clearing House/Update Person Profile' with tabs for 'Update Profile Information' and 'Case Information'. The 'Update Profile Information' tab is active, displaying the following details:

Name and Immigration Information			
Person Registry ID:	47020112209	Date of Birth:	12/20/1996
First Name:	Kaitlan	Citizenship:	Cayman Islands
Middle Name:	Inez-Jane	Immigration Status:	Caymanian
Last Name:	DeCosta	Evidence:	backgroundDefault.jpg
Gender:	Female	Passport:	backgroundDefault.jpg

Address and Contact Information			
Cayman Resident:	Yes	Email Address:	kaitlan19@gmail.com
Physical Address:	107 Hirst Rd, Sav	Contact Number:	+1345
District:	Bodden Town		9221738
Postal Code:	KY1-1206		

9. The case is removed

The screenshot shows the 'All Cases' list page. The table below is empty, indicating that the case has been removed.

Case Number	Process	Activity	Current User	Status	Creation Date
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