



# WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN  
CAYMAN ISLANDS GOVERNMENT

## JobsCayman

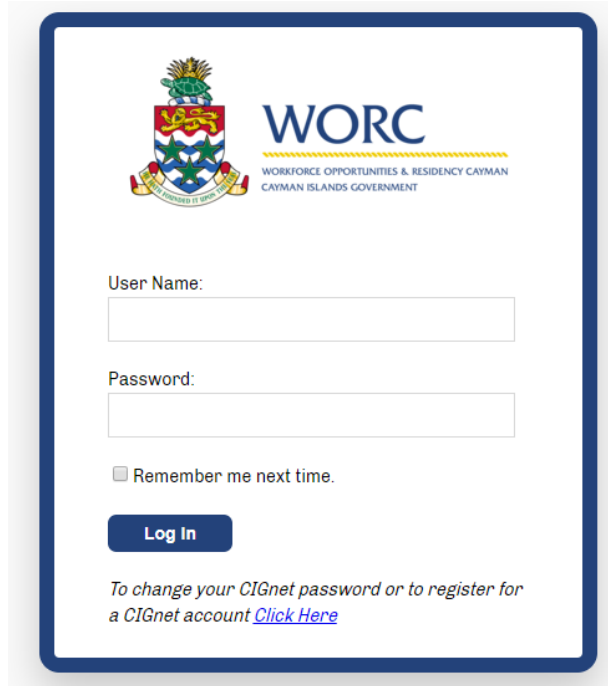
# How to Cancel a Case

## A QUICK GUIDE TO USING THE ONLINE PORTAL



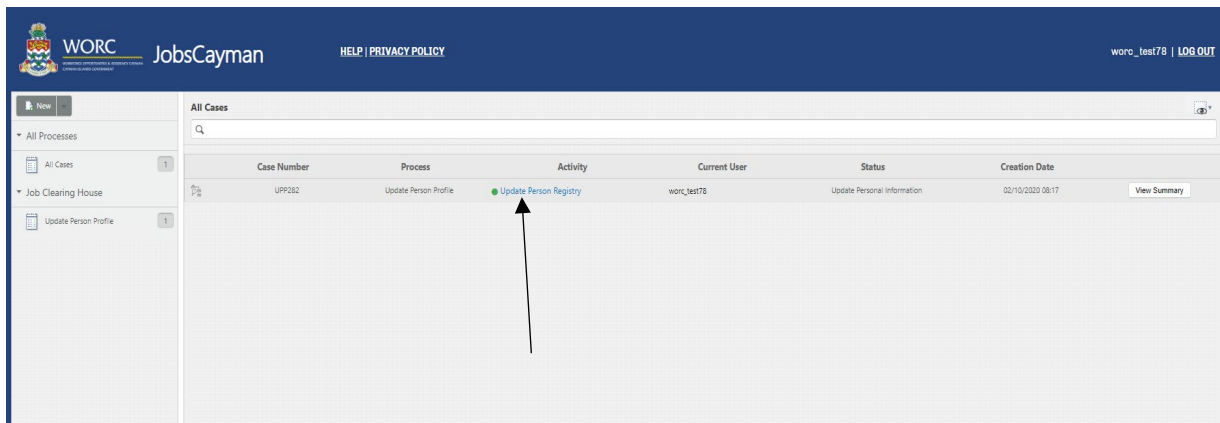
## How to Cancel a Case

1. Log in to your account



The login form is displayed within a blue-bordered box. It features the WORC logo at the top left. Below the logo, there are two input fields: 'User Name:' and 'Password:'. A checkbox labeled 'Remember me next time.' is positioned below the password field. A blue 'Log In' button is located 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)

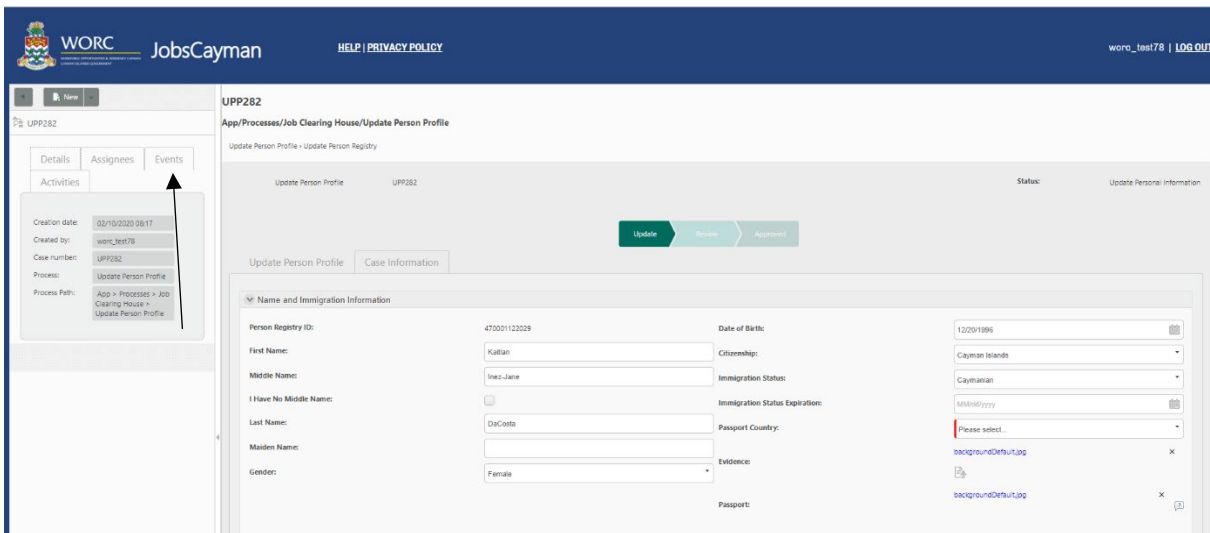


The screenshot shows the WORC dashboard. The top navigation bar includes the WORC logo, 'JobsCayman', 'HELP | PRIVACY POLICY', and 'worc\_test78 | LOG OUT'. The left sidebar contains a 'New' button and a list of processes: 'All Processes', 'All Cases', 'Job Clearing House', and 'Update Person Profile'. The main content area, titled 'All Cases', displays 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](#) (indicated by a blue arrow), 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	<a href="#">Update Person Registry</a>	worc_test78	Update Personal Information	02/10/2020 08:17

## How to Cancel a Case

### 3. Select events



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UPP282  
App/Processes/Job Clearing House/Update Person Profile  
Update Person Profile - Update Person Registry

Update Person Profile UPP282 Status: Update Personal Information

Update Person Profile Case Information

✓ Name and Immigration Information

Person Registry ID: 470001123029 Date of Birth: 12/20/1996

First Name: Kallan Citizenship: Cayman Islands

Middle Name: Inez-Jane Immigration Status: Caymanian

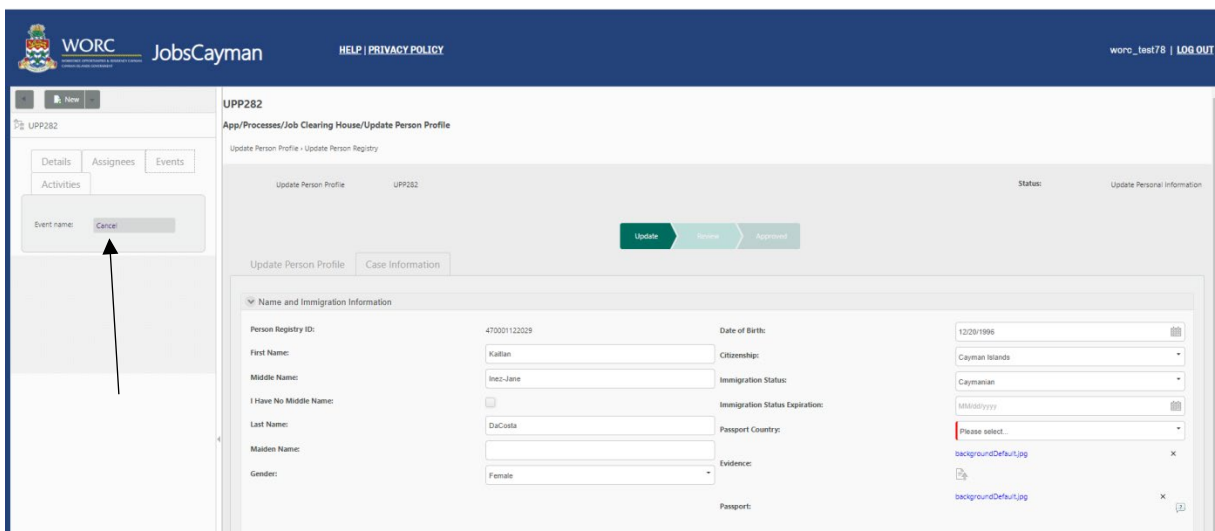
I Have No Middle Name: ☐ Immigration Status Expiration: MM/YYYY

Last Name: DaCosta Passport Country: Please select

Maiden Name: Evidence: backgroundDefault.jpg X

Gender: Female Passport: backgroundDefault.jpg X

### 4. Click on cancel



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UPP282  
App/Processes/Job Clearing House/Update Person Profile  
Update Person Profile - Update Person Registry

Update Person Profile UPP282 Status: Update Personal Information

Update Person Profile Case Information

✓ Name and Immigration Information

Person Registry ID: 470001123029 Date of Birth: 12/20/1996

First Name: Kallan Citizenship: Cayman Islands

Middle Name: Inez-Jane Immigration Status: Caymanian

I Have No Middle Name: ☐ Immigration Status Expiration: MM/YYYY

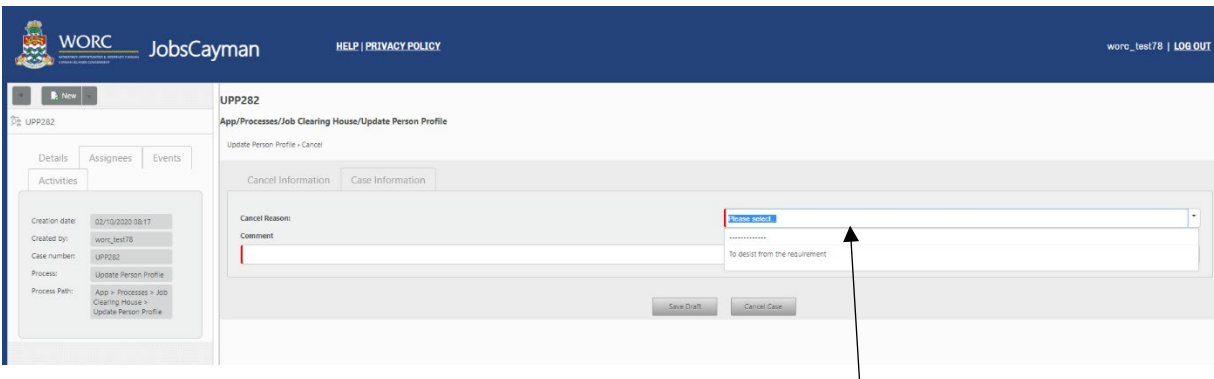
Last Name: DaCosta Passport Country: Please select

Maiden Name: Evidence: backgroundDefault.jpg X

Gender: Female Passport: backgroundDefault.jpg X

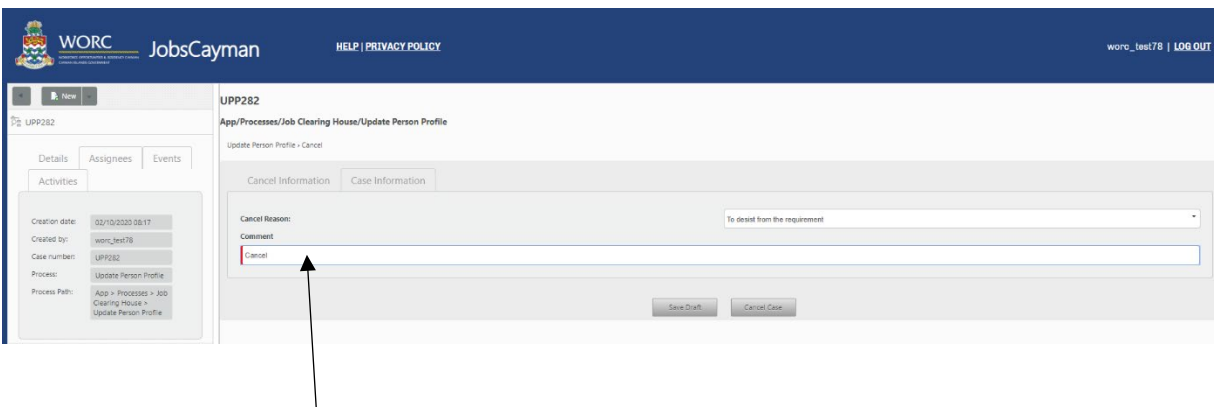
## How to Cancel a Case

### 5. Select reason



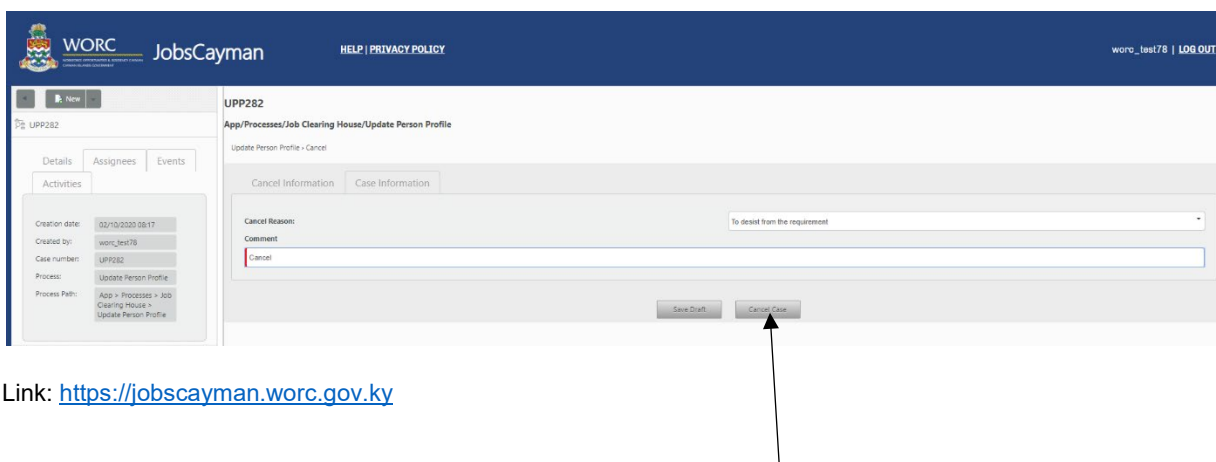
The screenshot shows the WORC JobsCayman interface. On the left, a sidebar contains a 'New' button and tabs for 'Details', 'Assignees', 'Events', and 'Activities'. The 'Details' tab is active, showing case information for UPP282: Creation date (02/10/2020 08:17), Created by (worc\_test78), Case number (UPP282), Process (Update Person Profile), and Process Path (App > Processes > Job Clearing House > Update Person Profile). The main area displays the 'Cancel Information' tab for case UPP282. It includes a 'Cancel Reason' dropdown menu with the option 'To desist from the requirement' selected, and a 'Comment' text box containing the word 'Cancel'. An arrow points to the 'Cancel Reason' dropdown menu.

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



The screenshot shows the same interface as the previous one, but the 'Comment' text box now contains the word 'Cancel'. An arrow points to this text box.

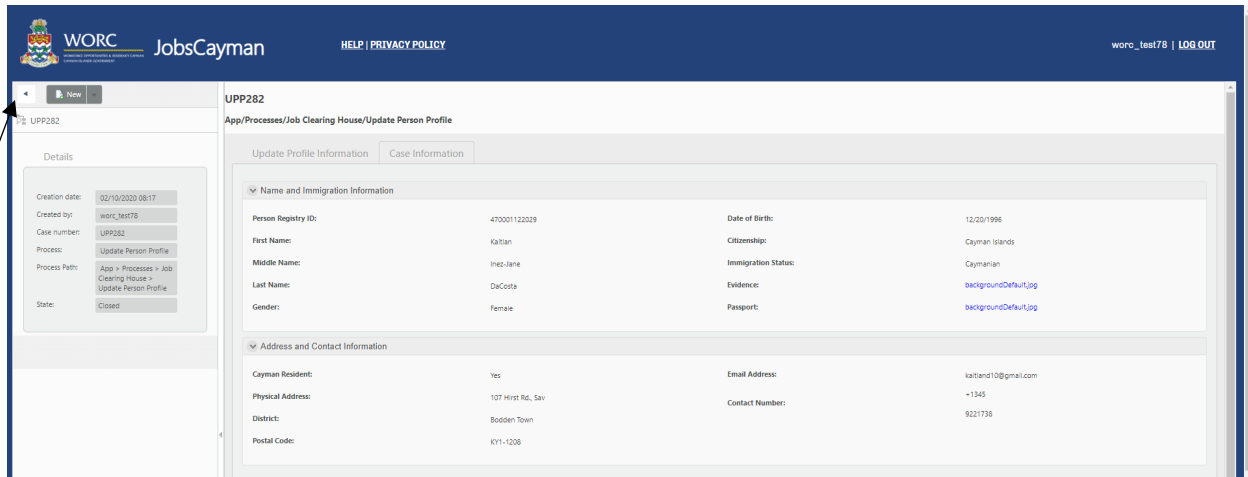
### 7. Then hit "Cancel Case" button.



The screenshot shows the same interface as the previous ones, but the 'Cancel Case' button is now highlighted. An arrow points to this button.

## How to Cancel a Case

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



**WORC JobsCayman** HELP | PRIVACY POLICY worc\_test78 | LOG OUT

**UPP282**  
App/Processes/Job Clearing House/Update Person Profile

Update Profile Information Case Information

**Name and Immigration Information**

Person Registry ID:	470001122029	Date of Birth:	12/02/1996
First Name:	Kaitlan	Citizenship:	Cayman Islands
Middle Name:	Inez-Jane	Immigration Status:	Caymanian
Last Name:	DeCosta	Evidence:	<a href="#">backgroundDefault.jpg</a>
Gender:	Female	Passport:	<a href="#">backgroundDefault.jpg</a>

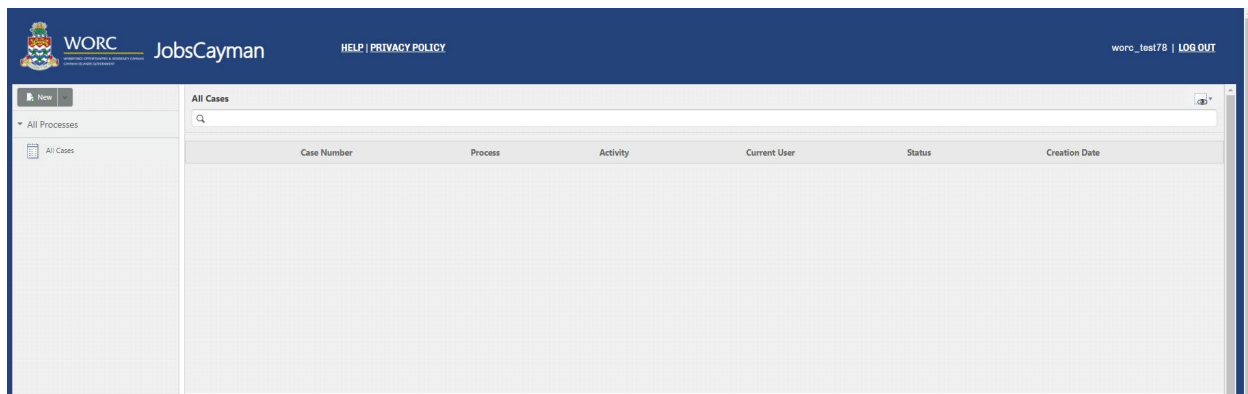
**Address and Contact Information**

Cayman Resident:	Yes	Email Address:	kaitland19@gmail.com
Physical Address:	107 Hirst Rd, Sav	Contact Number:	+1345
District:	Bodden Town		9221738
Postal Code:	KY1-1208		

**Details**

Creation date: 02/10/2020 08:17  
 Created by: worc\_test78  
 Case number: UPP282  
 Process: Update Person Profile  
 Process Path: App > Processes > Job Clearing House > Update Person Profile  
 State: Closed

9. The case is removed



**WORC JobsCayman** HELP | PRIVACY POLICY worc\_test78 | LOG OUT

**All Cases**

Case Number Process Activity Current User Status Creation Date