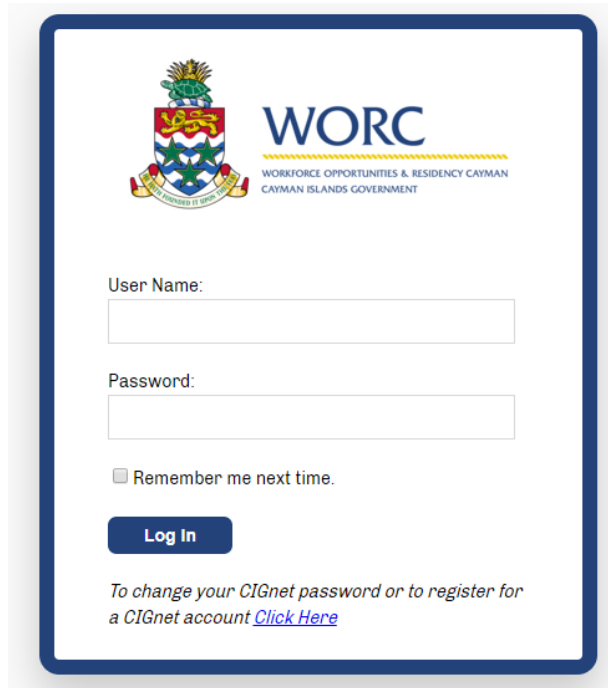




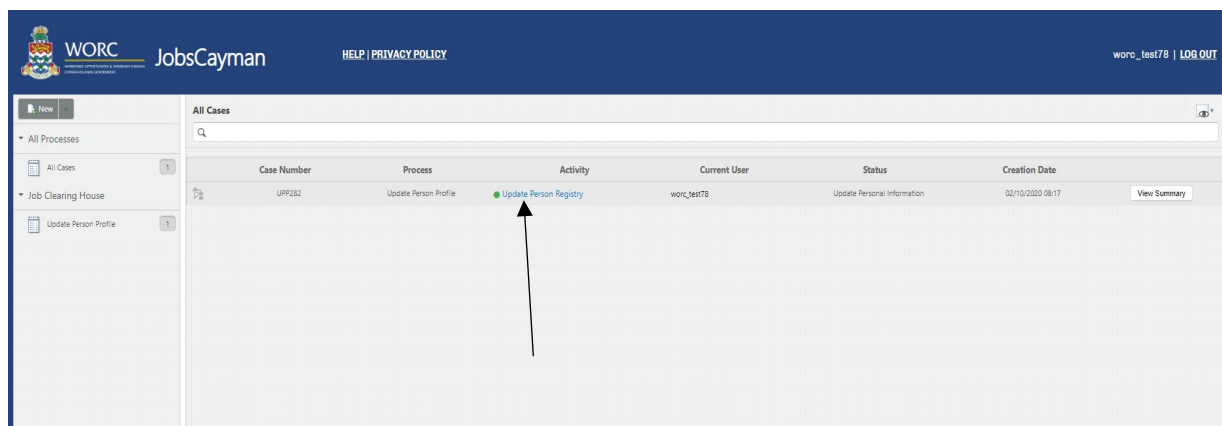
How to Cancel a Case

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 followed by a white text input field. Underneath is a 'Password:' label followed by another white 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' (with a count of 1), 'Job Clearing House', and 'Update Person Profile' (with a count of 1). 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' (with a green dot icon), 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. A black arrow points to the 'Update Person Registry' activity text.

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:	Kallan	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 selected. 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 'To desist from the requirement' as the selected option. 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 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. On the left sidebar, there is a 'New' button and a back arrow icon. An arrow points to this back arrow icon. The main content area displays the case details for 'UPP282' under the heading 'App/Processes/Job Clearing House/Update Person Profile'. The details are organized into sections: 'Name and Immigration Information' and 'Address and Contact Information'. The 'Name and Immigration Information' section includes fields for Person Registry ID, First Name, Middle Name, Last Name, Gender, Date of Birth, Citizenship, Immigration Status, Evidence, and Passport. The 'Address and Contact Information' section includes fields for Cayman Resident, Physical Address, District, Postal Code, Email Address, and Contact Number.

9. The case is removed

The screenshot shows the 'All Cases' list page. The page header includes the WORC logo, 'JobsCayman', and 'HELP | PRIVACY POLICY'. The user 'woro_test78' is logged out. The left sidebar shows a 'New' button and a list of 'All Processes' with 'All Cases' selected. The main content area is a table with columns: Case Number, Process, Activity, Current User, Status, and Creation Date. The table is currently empty, indicating that the case UPP282 has been removed.