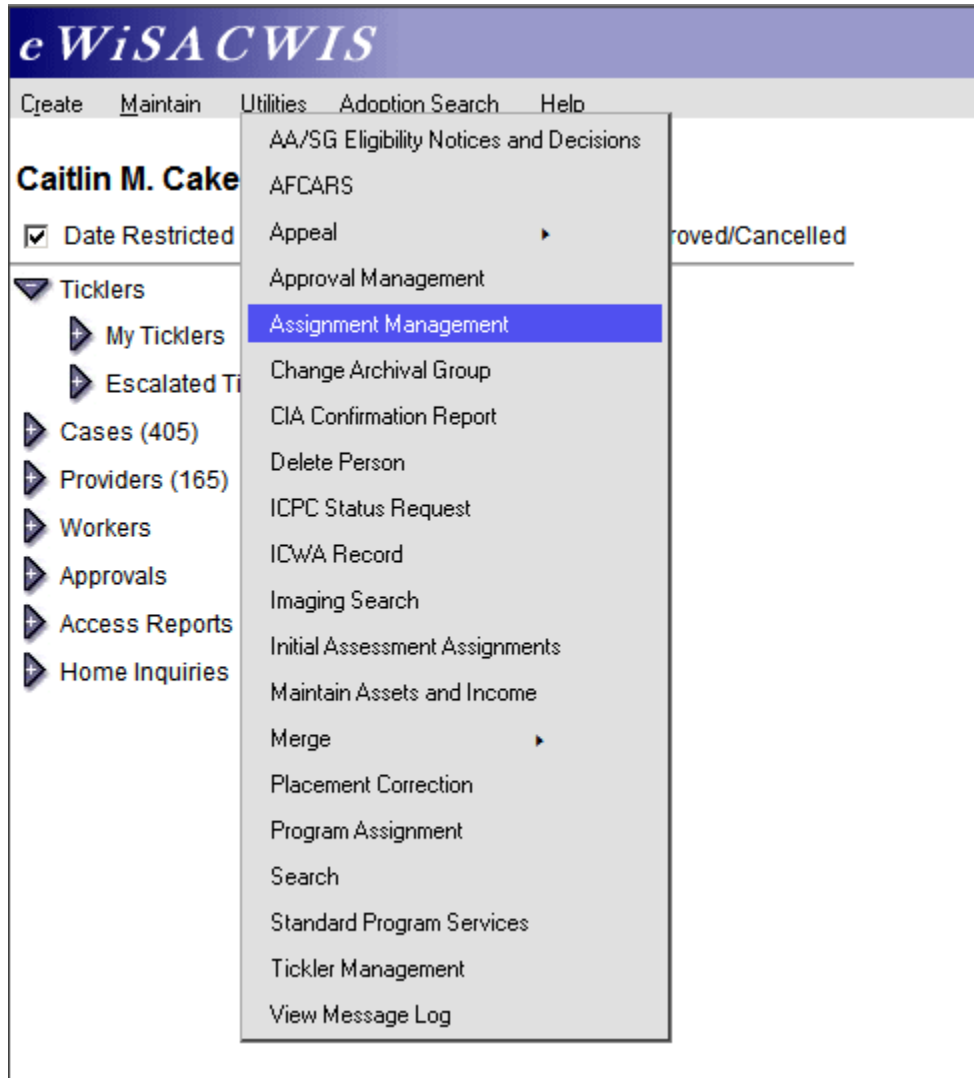
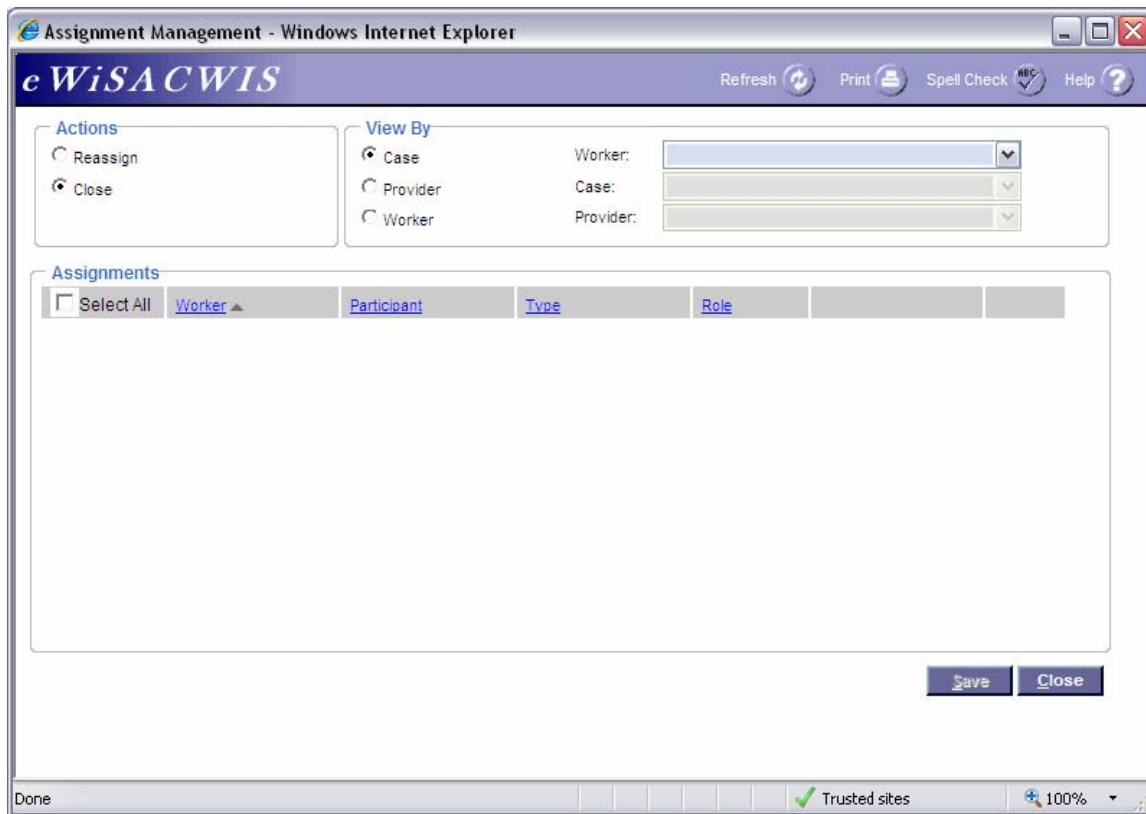


Assignment Management - Close Case or Provider Assignments

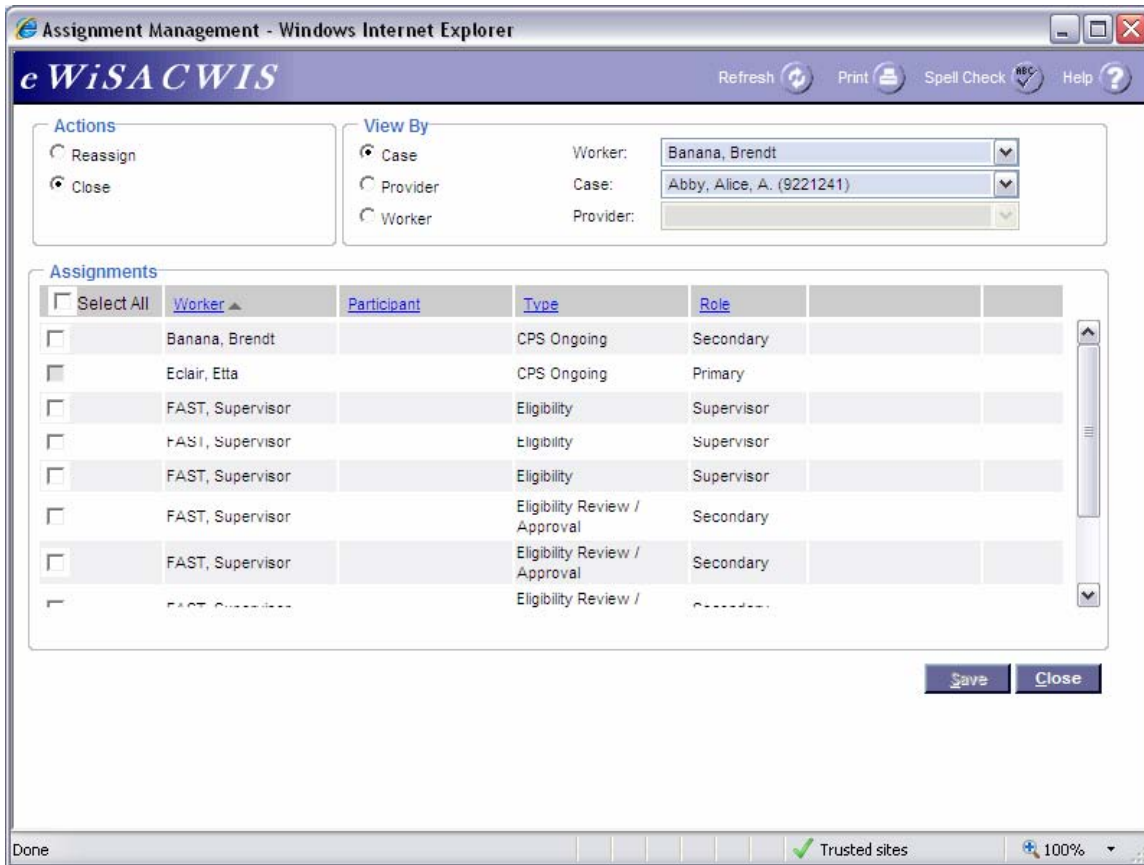
1. Click Utilities > Assignment Management. This will open the Assignment Management page.



2. On the Assignment Management page, the default is to reassign a case from a worker for the supervisor completing this work to another worker in eWiSACWIS. Click the Close radio button in the Actions group box. To close a provider assignment, follow the same steps as below, but select “Provider” in the View By group box. This will enable the Provider drop-down.



- In the View By group box, select a worker in the Worker drop-down, and then select a case in the Case drop-down. This will display all current open assignments for the selected case. Please note that only the workers supervised by the person doing the Assignment Management will display in the Worker drop-down.



- Select the assignment(s) you wish to close. Click on the blue columns to sort the data by Worker, Participant (for participant specific assignments only), Type, or Role. The default sort is by Worker last name. Click Save to close the selected assignments. Primary assignments cannot be closed.

Assignment Management - Windows Internet Explorer

eWiSACWIS Refresh Print Spell Check Help

Actions

- Reassign
- Close

View By

- Case
- Provider
- Worker

Worker:

Case:

Provider:

Assignments

<input type="checkbox"/> Select All	Worker	Participant	Type	Role		
<input type="checkbox"/>	Banana, Brendt		CPS Ongoing	Secondary		
<input type="checkbox"/>	Eclair, Etta		CPS Ongoing	Primary		
<input checked="" type="checkbox"/>	FAST, Supervisor		Eligibility	Supervisor		
<input checked="" type="checkbox"/>	FAST, Supervisor		Eligibility	Supervisor		
<input checked="" type="checkbox"/>	FAST, Supervisor		Eligibility	Supervisor		
<input type="checkbox"/>	FAST, Supervisor		Eligibility Review / Approval	Secondary		
<input checked="" type="checkbox"/>	FAST, Supervisor		Eligibility Review / Approval	Secondary		
<input type="checkbox"/>	FAST, Supervisor		Eligibility Review / Approval	Secondary		

Done Trusted sites 100%

- After saving, the Assignment Management page will refresh, displaying any remaining open assignments for the selected worker and case. Click Close when complete.

The screenshot shows the 'Assignment Management' page in a Windows Internet Explorer browser. The page title is 'eWiSACWIS'. The browser's address bar shows 'Done' and 'Trusted sites' with a 100% zoom level.

The page contains the following sections:

- Actions:** Radio buttons for 'Reassign' and 'Close'.
- View By:** Radio buttons for 'Case', 'Provider', and 'Worker'.
- Worker:** Dropdown menu with 'Banana, Brendt' selected.
- Case:** Dropdown menu with 'Abby, Alice, A. (9221241)' selected.
- Provider:** Empty dropdown menu.
- Assignments Table:**

<input type="checkbox"/> Select All	Worker	Participant	Type	Role		
<input type="checkbox"/>	Banana, Brendt		CPS Ongoing	Secondary		
<input type="checkbox"/>	Eclair, Etta		CPS Ongoing	Primary		
<input type="checkbox"/>	FAST, Supervisor		Eligibility Review / Approval	Secondary		
<input type="checkbox"/>	FAST, Supervisor		Eligibility Review / Approval	Secondary		
<input type="checkbox"/>	Fir, Fran		Court Ordered Study	Admin		
- Buttons:** 'Save' and 'Close' buttons at the bottom right.