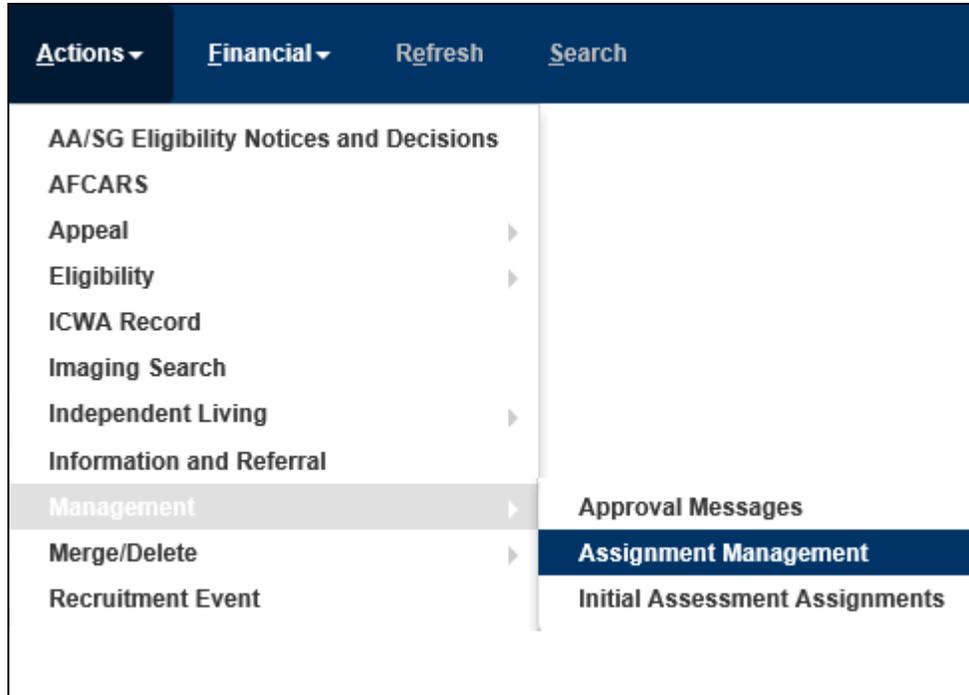# Assignment Management - Close Case or Provider Assignments

1. Click Actions > Management > 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.
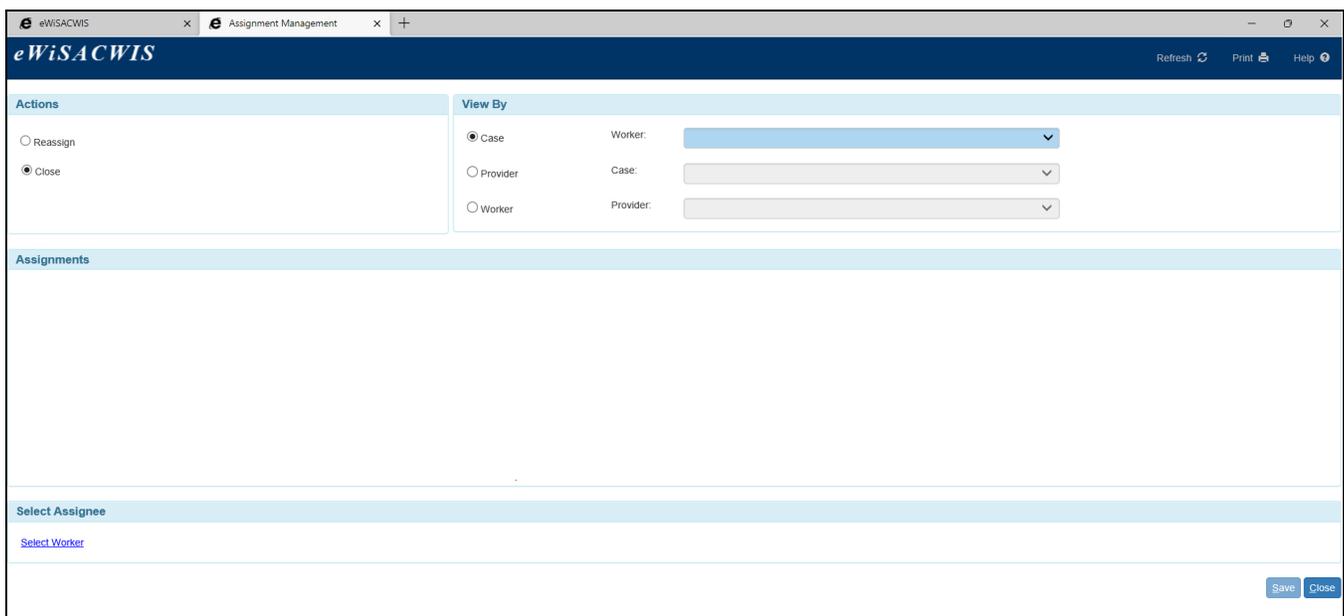
3.   In the View By group box, select a worker from the Worker drop-down, and then select a case in the Case drop-down. This will display all current open assignments for the selected case. Please note that only the workers supervised by the person doing the Assignment Management will display in the Worker drop-down.
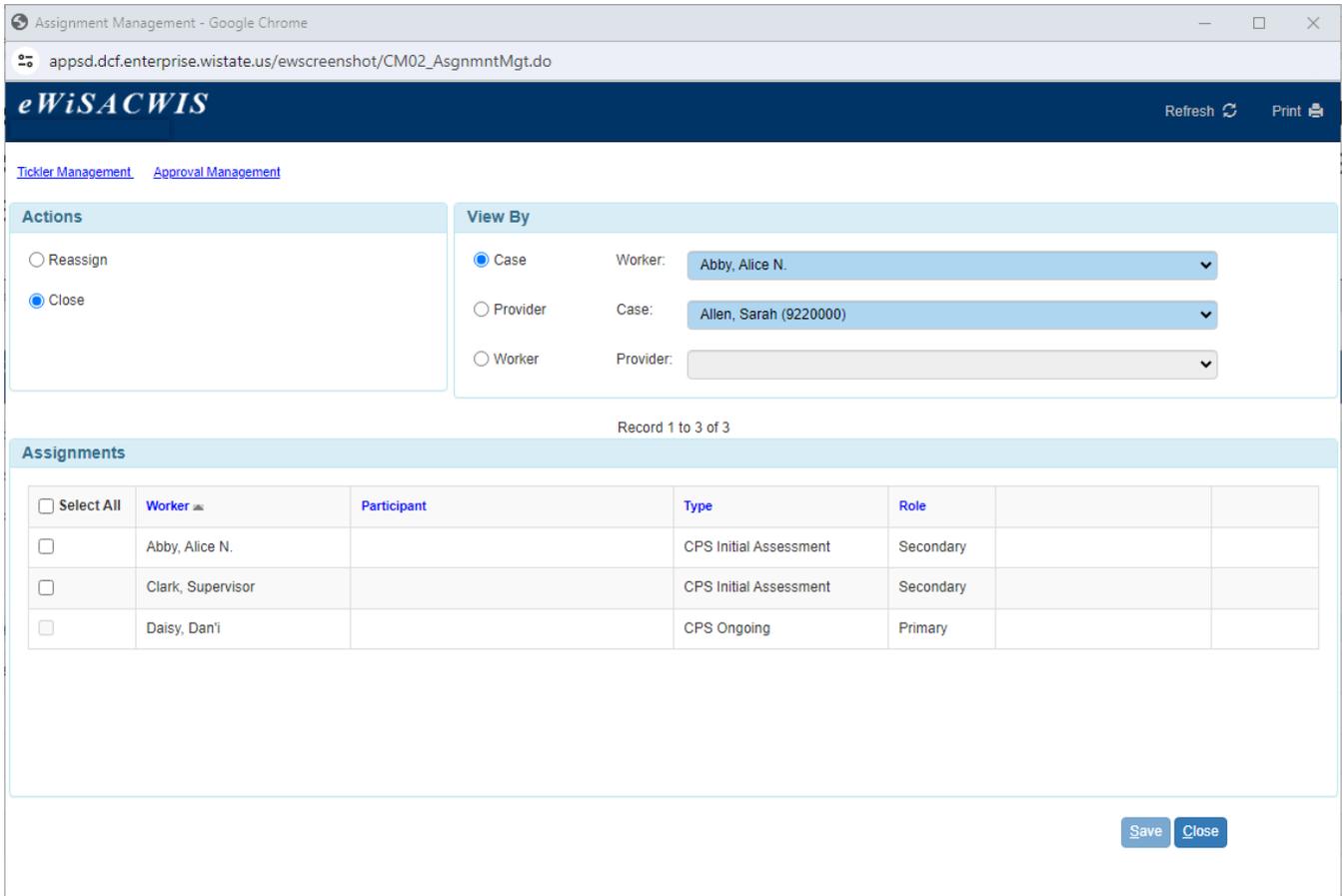
 4.   Select the assignment(s) you wish to close. Click on the blue columns to sort the data by Worker, Participant (for participant specific assignments only), Type, or Role. The default sort is by Worker last name. Click Save to close the selected assignments. Primary assignments cannot be closed.

5.   If there are pending approvals or existing tasks, a message will display to reassign them prior to closing the assignment. Use the Approval Management or the Tickler Management hyperlinks to reassign them prior to closing the assignment.

Note: Additional security is needed to access the Assignment Management and Approval Management pages.

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