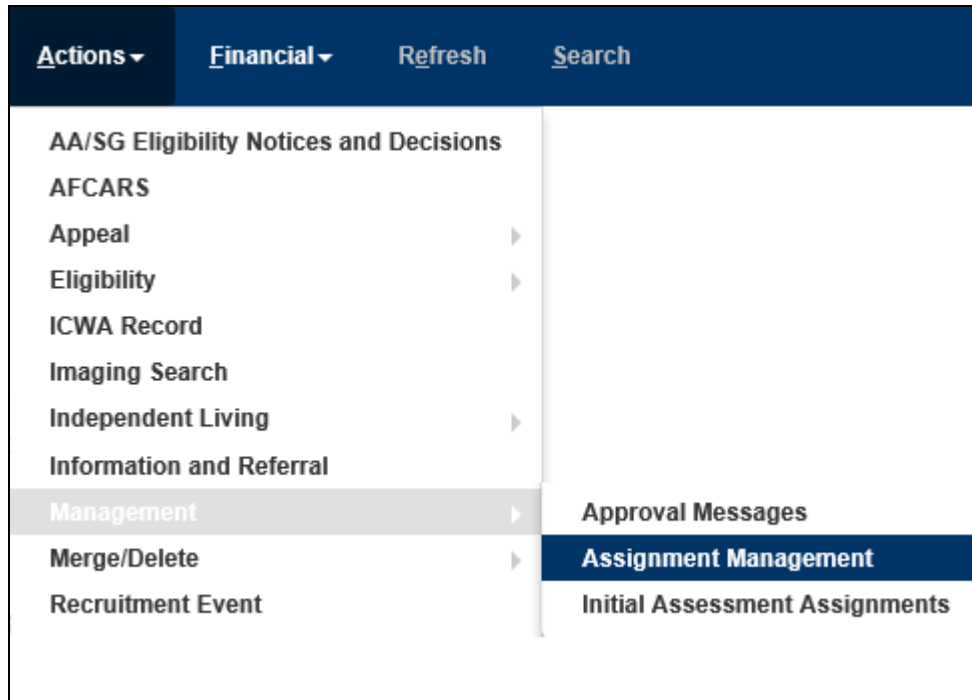


# Assignment Management - Close Case or Provider Assignments

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.

A screenshot of the eWiSACWIS Assignment Management page. The page has a dark blue header with the eWiSACWIS logo and navigation links (Refresh, Print, Help). Below the header, there are two main sections: 'Actions' and 'View By'. The 'Actions' section has two radio buttons: 'Reassign' (unselected) and 'Close' (selected). The 'View By' section has three radio buttons: 'Case' (selected), 'Provider' (unselected), and 'Worker' (unselected). To the right of the 'View By' section, there are three dropdown menus: 'Worker:', 'Case:', and 'Provider:'. Below these sections is a large empty box labeled 'Assignments'. At the bottom of the page, there is a 'Select Assignee' section with a 'Select Worker' link. In the bottom right corner, there are 'Save' and 'Close' buttons.

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.

**eWiSACWIS** Assignment Management

Actions: ☐ Reassign, ☒ Close

View By: ☒ Case, ☐ Provider, ☐ Worker

Worker: Abby, Alice, N. (dropdown)  
Case: Allen, Sarah (9220000) (dropdown)  
Provider: (dropdown)

**Assignments**

<input type="checkbox"/> Select All	Worker	Participant	Type	Role	Reassign To
<input type="checkbox"/>	Abby, Alice N.		CPS Initial Assessment	Secondary	
<input type="checkbox"/>	Cake, Caitlin C.		Access	Secondary	
<input type="checkbox"/>	Cat, Cathy A. V		Access	Supervisor	
<input type="checkbox"/>	Corn, Cory A.		CPS Initial Assessment	Secondary	
<input type="checkbox"/>	Daisy, Dan'i		CPS Ongoing	Primary	

Select Assignee: [Select Worker](#)

Save Close

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.

**eWiSACWIS** Assignment Management

Actions: ☐ Reassign, ☒ Close

View By: ☒ Case, ☐ Provider, ☐ Worker

Worker: Abby, Alice, N. (dropdown)  
Case: Allen, Sarah (9220000) (dropdown)  
Provider: (dropdown)

Record 1 to 5 of 5

**Assignments**

<input type="checkbox"/> Select All	Worker	Participant	Type	Role	Reassign To
<input type="checkbox"/>	Abby, Alice N.		CPS Initial Assessment	Secondary	
<input checked="" type="checkbox"/>	Cake, Caitlin C.		Access	Secondary	
<input checked="" type="checkbox"/>	Cat, Cathy A. V		Access	Supervisor	
<input type="checkbox"/>	Clark, Supervisor		CPS Initial Assessment	Secondary	
<input type="checkbox"/>	Daisy, Dan'i		CPS Ongoing	Primary	

Save Close

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

Record 1 to 3 of 3

<input type="checkbox"/> Select All	Worker	Participant	Type	Role		
<input type="checkbox"/>	Abby, Alice N.		CPS Initial Assessment	Secondary		
<input type="checkbox"/>	Clark, Supervisor		CPS Initial Assessment	Secondary		
<input type="checkbox"/>	Daisy, Dan'i		CPS Ongoing	Primary		

Save Close