

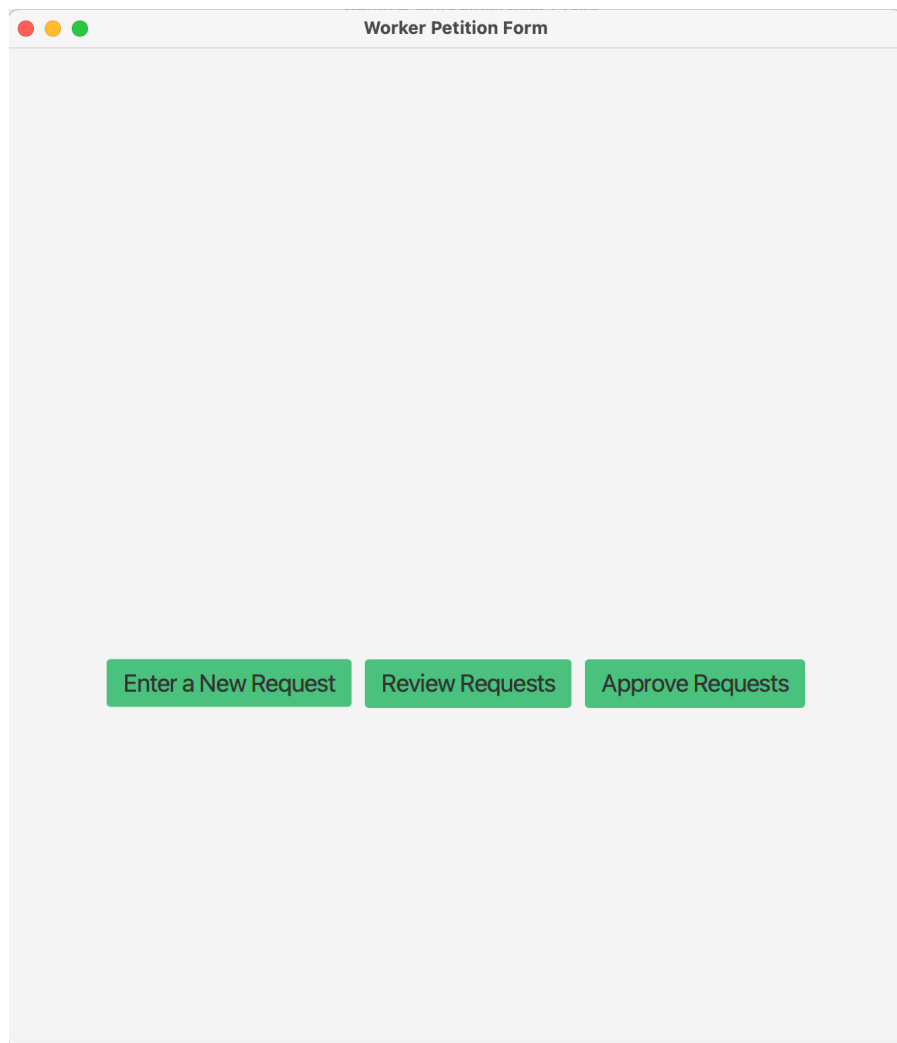
USCIS Nonimmigrant Worker Petition Processing System

User Guide

1. Main Menu:

Upon accessing the system, users will encounter the main menu screen, featuring three primary buttons:

- Enter a New Request: Select this option to initiate the process of submitting a new request.
- Review Requests: Choose this option to review existing requests.
- Approve Requests: Select this option to manage approvals for submitted requests.



2. Entering a New Request:

- After selecting "Enter a New Request," the system will navigate to a new screen presenting two distinct categories:
 - Petitioner's Information
 - Beneficiary's Information
- Users are required to input all relevant data within these categories and then submit the form.
- Additionally, users have the option to return to the main menu if needed.

Worker Petition Form

Worker Petition By US Approved Employer Form

Petitioner's Info

First Name:

Smith

Last Name:

John

Company Name:

Smith Enterprises

Address:

123 Main Street, Citiville, VA 12

Phone Number:

703-123-4567

Email:

john@example.ocm

EIN/ITIN/SSN:

12-3456789

Beneficiary's Info

First Name:

Doe

Last Name:

Jane

Date Of Birth:

5/17/1995

Gender:

Female

Country Of Origin:

Spain

Address:

456 Madrid Street, Madrid Esp:

Passport Expiration Date:

7/13/2028

Submit

Main Menu

3. Reviewing Worker Petition:

- Upon selecting "Review Worker Petition," users will be presented with a screen displaying the previously entered form.
- Users are then prompted with options to either:
 - Confirm: Proceed with the existing information.
 - Edit Request: Modify the entered data as necessary.
- Users can also opt to return to the main menu from this screen.

The screenshot shows a web application window titled "Worker Petition Form". The main heading is "Review Worker Petition". Below this, there are two sections: "Petitioner's Info" and "Beneficiary's Info". Each section contains a list of fields and their corresponding values. At the bottom of the form, there are five buttons: "Confirm" (green), "Previous Request" (cyan), "Edit Request" (pink), "Next Request" (cyan), and "Main Menu" (yellow-green).

Petitioner's Info	
First Name:	Smith
Last Name:	John
Company Name:	Smith Enterprises
Address:	123 Main Street, Citiville, VA 12345
Phone Number:	703-123-4567
Email:	john@example.ocm
EIN/ITIN/SSN:	12-3456789

Beneficiary's Info	
First Name:	Doe
Last Name:	Jane
Date Of Birth:	1995-05-17
Gender:	Female
Country Of Origin:	Spain
Address:	456 Madrid Street, Madrid Espana
Passport Expiration Date:	2028-07-13

Buttons: Confirm, Previous Request, Edit Request, Next Request, Main Menu

4. Approving Worker Petition:

- Once the supervisor approves the Worker Petition, they can review the information presented.
- The supervisor then has the authority to choose either:
 - Approve: Authorize the request.
 - Deny: Reject the request based on the provided information.

Worker Petition Form

Approval Worker Petition

Petitioner's Info

First Name:

Smith

Last Name:

John

Company Name:

Smith Enterprises

Address:

123 Main Street, Citiville, VA 12345

Phone Number:

703-123-4567

Email:

john@example.ocm

EIN/ITIN/SSN:

12-3456789

Beneficiary's Info

First Name:

Doe

Last Name:

1995-05-17

Date Of Birth:

null

Gender:

Female

Country Of Origin:

Spain

Address:

456 Madrid Street, Madrid Espana

Passport Expiration Date:

null

Approve

Deny

Main Menu

Previous Request

Next Request

This user guide outlines the systematic process of utilizing the system, providing clear instructions for each step to ensure efficient navigation and utilization of functionalities.