



eForms Quick Guides

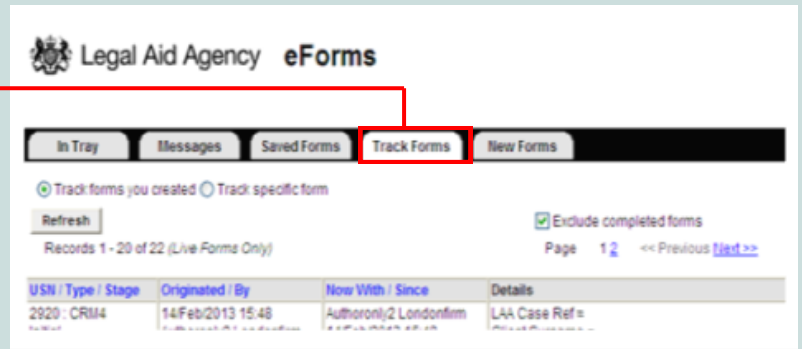
Legal Aid Agency

Tracking Forms

1. Tracking submitted forms

You can view the progress of submitted forms.

Click the **Track Forms** tab from anywhere in eForms.

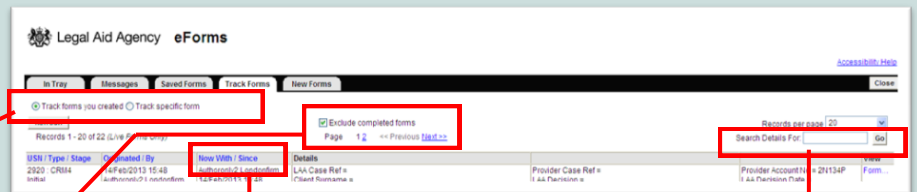


2. Sorting Submitted Forms

By default the most recent form will be at the top of the screen.

Choose between viewing all forms submitted by your firm, or see only forms you have created.

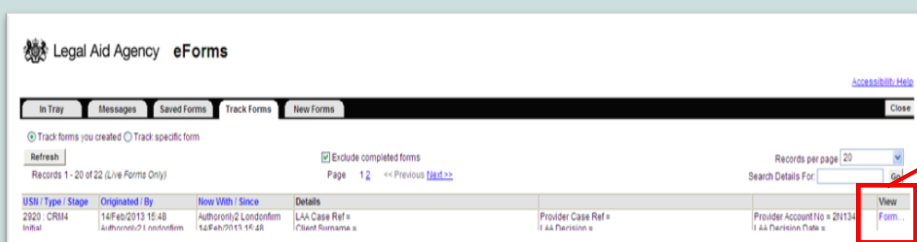
You can also choose to exclude forms that have been processed to completion.



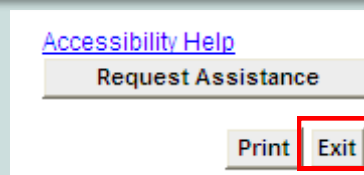
Now With – eForms tells you at what stage in the process the form has reached. You can see if the LAA is awaiting further information from you and where action is required.

Use the **Search Details** feature to find a specific client or claim.

3. Viewing An Individual Form



Choose **View**, to open a form.



Return to the **Track Forms** page by clicking **Exit**.

4. Picking Up Notifications



24/Feb/2012 18:00	Dear Our Ref: EBNOAEEI1761A/W/1 Your Ref: Client Name: EF106 POA106 USN: 2611 Your POA 1 eForm, received by us on 04 Jan 2012 16:14, has now been paid. Regards, Birmingham Finance Department	Dismiss
10/Feb/2012 10:06	Dear DEBS WARDY, Our Ref: 030611/001 Your Ref: Client Name: TEST TEST Unique Submission Number: 2699	Open

Use the **Messages** tab to view notifications for forms submitted to the LAA.

You are given the option to either **Open** or **Dismiss** messages. Please read messages carefully as they may contain important information or a request for further information.

5. Replying to Requests for Further Information

If the LAA requests further information, you will receive a notification explaining what is required.

Click the **Open** link.

You'll then be able to attach the information electronically only.

Line No.	Information
2	Please provide an invoice

Options for responding

You can either:

- Attach a scanned image or images of the required document(s)

* Please indicate how you intend to respond. Then click Next.

Attach documents to be returned electronically

6. Printing eForms

On the **Track Forms** page, choose **View Form** and open the eForm you wish to print.

You'll see a **Print** button at the top of the screen.

This will create the eForm in **pdf** format. You can open the form directly for printing or save it onto your computer.

