Legal Aid Agency

Contracted Work & Administration (CWA) Quick Guides

Viewing Your Existing Contracts and Schedules

Log in as Firm or Office Manager

Once you have logged in to CWA via the Online Portal you will need to choose one of the following roles:

CWA Firm Manager role. CWA Office Manager role.

LAA Online	
Navigator	
CWA Activity Reporter (External)	CWA Office Manager (external role)
CWA Activity Reporter Manager (External) role CWA Designated Signatory (external role) CWA Firm Manager (external role) CWA Firm Sysadmin (external role)	Home Page
CWA Office Manager (external role) CWA Reference Data Clerk (external role)	

The **CWA Firm Manager** role allows access to contract information for all the offices in the firm.

The CWA Office Manager role allows access to contract information only for offices assigned to the user.

Home Page

LAA Onune			Home Logout Preferences Help
Notifications	You can also acc the ' Documents	ess documents through At A Glance ' section.	Home Activity Management Orders Contract Management Schedules
ubject		Full List Date	All Documents Document History
Documents At A	Glance		Contracts and Schedules are referred to as 'Documents ' in CWA.
mber <u>S/0A101K/11</u> <u>4434</u> 101K/SCC/15 <u>4431</u> 404/2010/05	Description	Full List Date 21-Mar-2013 15:03:17 21-Mar-2013 13:57:58 21-Mar-2013 13:38:20 21-Mar-2013 13:13:05 18-Mar-2013 13:13:05 18-Mar-2013 14:18:28	Click the ' All Documents ' link from the Contract Management quick menu to view your Contracts and Schedules.

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View All Documents

To view all documents, chose '**All Documents**' from the drop down menu and click '**Go**'

The document type shows whether it is a **contract** or a **schedule**. To view a

contract or schedule, click on the

	LAA Online								
							Hor	ne <u>Loqout</u> Preferen	ces <u>Help</u>
						Home	Activity	Management	Orders
	Purchase Orders Agreements F	Purchas	<u>e History</u>						
	Home > All Documents								
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	CDS/0A101K/1 Documents Pend	ding Su	oplier Change		21-Mar-2013 15:03:13	7 <u>App.</u>	Ms. Con		
	<u>414434</u>	0	Contract		21-Mar-2013 13:57:58	B App.	Ms. Con		
	0A101K/SCC/15	0	Schedule		21-Mar-2013 13:38:20	App.	Ms. Con		
	<u>414431</u>	0	Contract		21-Mar-2013 13:13:0	5 <u>App.</u>	Ms. Con		
	0A101K/2013/15	0	Schedule		18-Mar-2013 15:48:28	B App.	Ms. Con		
	<u>414421</u>	0	Contract		18-Mar-2013 14:42:54	4 <u>App.</u>	Ms. Con		

Viewing a Contract	Click on the file name to open or save the attached PDF document.
Clicking on a contract number will bring up the contract details. You can also view the actual contract as a PDF document by clicking on ' View '. Alternatively, click on ' Printable View ' to	pe Description Category Last Updated By Last Updated Usage Update Delete Publish to Catalog e PDF Documents Contract GRIM-P 22-MAY-2013 One-Time D To
Purchase Orders Agreements Purchase History Orders: Purchase Orders > All Documents Document Details V Header Information General Information Contract 377 Firm Name TRAINING & CO Office Name Address 102 PETTY FRANCE LONDON , SW1H 9AJ Contact Beedell Ms. Chantat Date 22-MAY-2013 11:38:22 Description	Ida_UK Contract 377, 0 Contractor Details: Contract 377, 0 Company Training & Co Company Training & Co Contract Mr Trainer, Liaison Manager Outract 377, 0 Contractor Details: Company Company Training & Co Contract Mr Trainer, Liaison Manager Outract 377, 0 Outract Mr Trainer, Liaison Manager Outract 377, 0 Contract Betaell, MS. Chantal Address Address SG Grays Inn Road Loudon, WCIX 8IX Fax Email This document has important legal consequences. The information contained in this document is proprietary of LAA_UK . It shall not be used, reproduced, or disclosed to others without the express and written consent of LAA_UK . It shall not be used, reproduced, or disclosed to others without the express and written consent of LAA_UK . This agreement between LAA_UK and Training & Ce is authorized for binding commitment. The parties hereto have read and executed this agreen
Note to Supplier Attachments View Printable V	/iew

Viewing a Schedule

Clicking on a schedule number will bring up the schedule details.

If you have questions regarding your contract or schedule, please contact your Contract Manager.

