



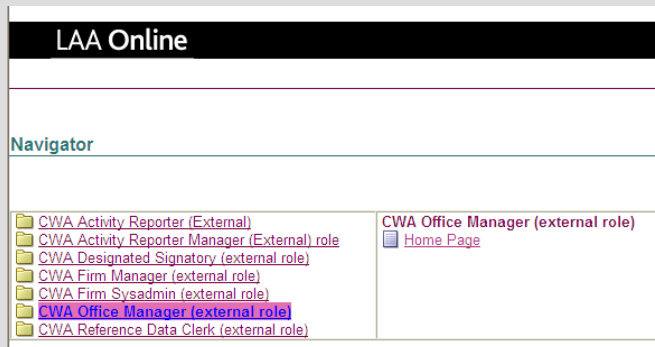
# Contracted Work & Administration (CWA) Quick Guides

## Viewing Your Existing Contracts and Schedules

### Log in as Firm or Office Manager

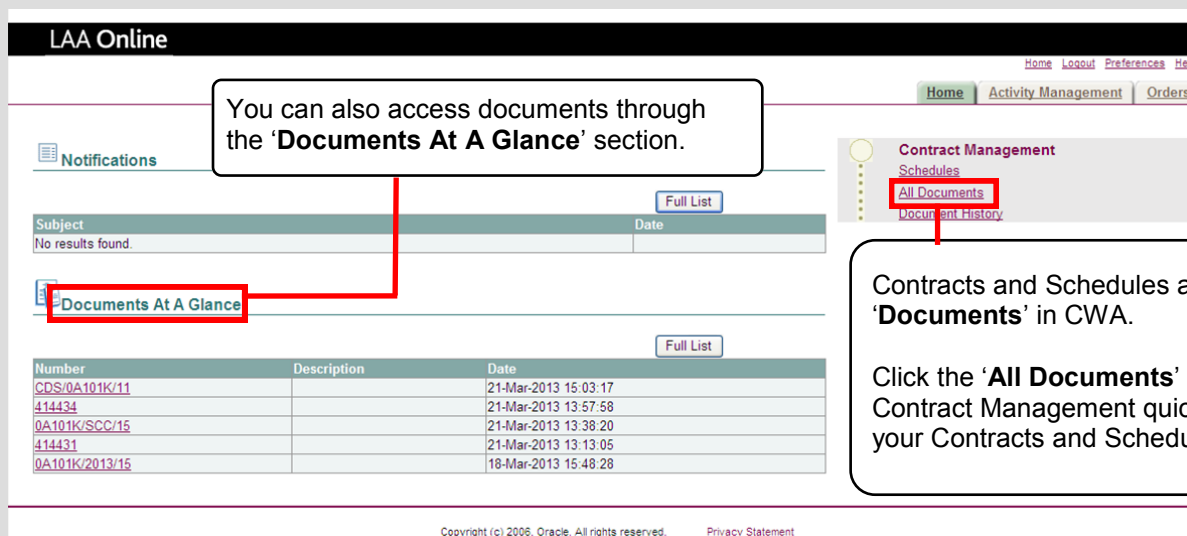
Once you have logged in to CWA via the Online Portal you will need to choose one of the following roles:

- CWA Firm Manager** role.
- CWA Office Manager** role.



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.

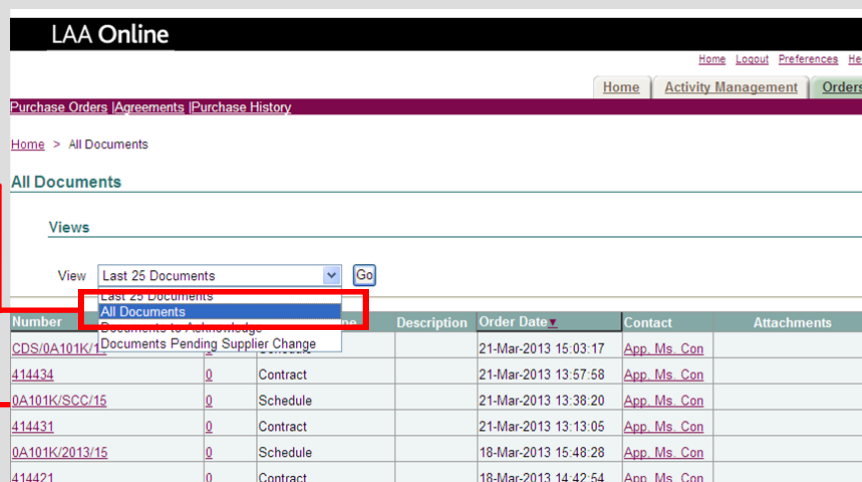
### Home Page



### 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



## Viewing a Contract

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

Click on the file name to open or save the attached PDF document.

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
<a href="#">PA_TERMS_102_377_0_US.pdf</a>	File	PDF Documents	Contract	GRIM-P	22-MAY-2013	One-Time			

[Return to Document Details](#)

Home Logout Preferences Help

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders > All Documents

### Document Details

[Printable View](#)

▼ Header Information

General Information

Contract 377  
 Firm Name TRAINING & CO  
 Office Name  
 Address 102 PETTY FRANCE LONDON, SW1H 9AJ  
 Contact [Beedell, Ms. Chantal](#)  
 Date 22-MAY-2013 11:38:22  
 Description  
 Status Open  
 Note to Supplier  
 Attachments [View](#)

[Printable View](#)

LAA\_UK Contract 377, 0

Contract 377, 0

Contractor Details:

Company Training & Co  
 Contact Mr Trainer, Liaison Manager  
 Address 102 Petty France SW1H 9AJ

Please submit your response to:

Company LAA\_UK  
 Contact Beedell, MS. Chantal  
 Address 85 Grays Inn Road London, WC1X 8TX  
 Telephone  
 Fax  
 Email

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This agreement between LAA\_UK and Training & Co is authorized for binding commitment. The parties hereto have read and executed this agree\_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_.

## 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.

legal services COMMISSION

LSCOnline

Home Logout Preferences Help

Purchase Orders | Agreements | Purchase History

Home > All Documents

### Document Details

[Printable View](#)

▼ Header Information

General Information

Schedule 0A101K/8  
 Firm Name TRAINING & CO  
 Office Name 0A101K  
 Address 102 PETTY FRANCE LONDON, SW1H 9AJ  
 Contact [Beedell, Ms. Chantal](#)  
 Date 29-Oct-2007 22:47:05  
 Description  
 SMP 0.00 (GBP)  
 Status Open  
 Note to Supplier  
 Attachments None

[Printable View](#)

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