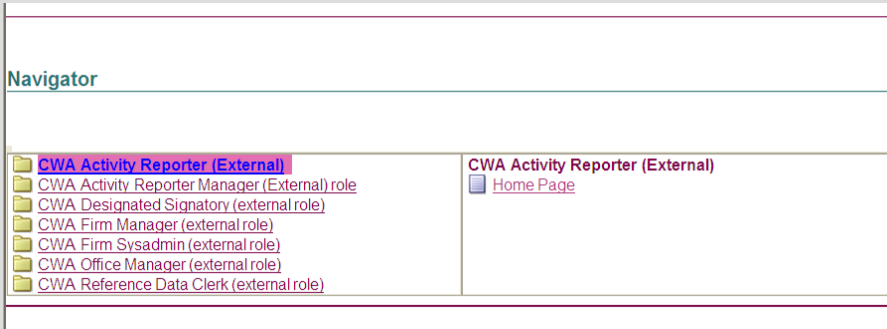




Contracted Work & Administration (CWA) Quick Guides

Overview of User Roles

Introduction



User roles allow you to perform different tasks within the Contracted Work & Administration (CWA) System.

You will be able to choose which role you wish to use on the **Navigator** page when you first log in to CWA via the LAA Online portal.

You may not have all of the roles seen on the left. Additional roles can be assigned to you by your **CWA System Administrator** in your organisation.

Which Role for a Particular Task?

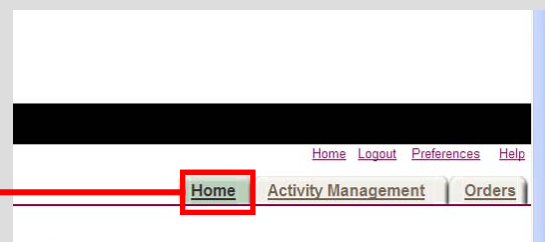
Task	Role required
Input or edit submissions.	CWA Activity Reporter
Input, edit and submit submissions.	CWA Activity Reporter Manager
View Previous Submissions	CWA Activity Reporter / CWA Manager, Office / CWA Firm Manager
View financial data, reports and all previous outcomes.	CWA Firm / CWA Office Manager*
Set up or edit LAA Online users and contacts.	CWA Firm Sysadmin
View contract and schedule information	CWA Firm/CWA Office* Manager/ CWA Activity Reporter Manager
Accept/Reject/Query Contract Offers	CWA Designated Signatory

*CWA Office Managers can access their assigned office, CWA Firm Managers can access data for all offices in the firm.

How to Switch Role

You can return to the Navigator page at any time by clicking on the **'Home'** link at the top right corner of the screen.

And then choose a new role from the list on the Navigator page.



What happens if you only have one role / the wrong role?

When you are set up as a user for CWA you may only be given one role. This is fine as long as your role covers the tasks you need to complete. (See **Which Role for a Particular Task?**)

If your role does not cover the required task you will need to contact your **CWA System Administrator** who will be able to give you the relevant role. This is someone in your firm who has the **CWA Firm Sysadmin** role.

The CWA Firm Sysadmin role is normally given to the Primary Contact for the firm. Please contact your Contract Manager if your Primary contact needs updating.

Firm Sysadmin User—How to add roles to a user

Choose the **CWA Firm Sysadmin Role** from the Navigator screen (see **Introduction**)

Click on the **'Admin'** tab and select **'User Accounts'** from the menu.

Click on the **Edit** icon for the user whose roles you wish to edit.

Home Logout Preferences Help

Home Orders **Admin**

Profile Management

Firm Details
Office Details
Contact Directory
User Accounts

The following people have active accounts and can access the portal on behalf of your company.

Add Supplier User

User Name	Email	First Name	Middle Name	Last Name	Phone Number	Job Title	Edit
DEBBIE MUNTLEY	debbie.muntley@examplefirm.co.uk	Debbie		Muntley	02077590000	Administrat	
JANE JONES	Jane.jones@examplefirm.co.uk	Jane		Jones	020 7759 0000		
KAREN ELLISON	karenellison@examplefirm.co.uk	Karen		Ellison	01273000000		
MARK SMITH	mark.smith@examplefirm.co.uk	Mark		Smith	02077188359		
RAJESH PATEL	ittraining@legalservices.gov.uk	Rajesh		Patel	020 7759 0000		

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User Access

Responsibilities

Select Object:

Applications CWA Application

Select All | Select None

Select	Responsibility	Application
<input checked="" type="checkbox"/>	CWA Activity Reporter (External)	CWA Application
<input checked="" type="checkbox"/>	CWA Activity Reporter Manager (External) role	CWA Application
<input checked="" type="checkbox"/>	CWA Designated Signatory (external role)	CWA Application
<input checked="" type="checkbox"/>	CWA Firm Manager (external role)	CWA Application
<input checked="" type="checkbox"/>	CWA Firm Sysadmin (external role)	CWA Application
<input checked="" type="checkbox"/>	CWA Office Manager (external role)	CWA Application
<input checked="" type="checkbox"/>	CWA Reference Data Clerk (external role)	CWA Application

User Access Restrictions

If no Offices are specified, the user will be able to access all the data for this firm.

Office Restriction

Modify Offices

Firm Name	Offices	Organiz
Access not restricted by Office.		

Cancel **Apply**

Scroll down the screen to view the full list of roles under **Responsibilities**.

Place a tick in the boxes next to the roles that you wish the user to have.

Click **'Apply'** to save the changes.