



Contracted Work & Administration (CWA) Quick Guides Civil Line by Line Submission for Immigration Cases

Access Activity Management

Once you have logged in to CWA via the Online Portal you will need to choose the **CWA Activity Reporter Manager** role or **CWA Activity Reporter** role.

NB: You can enter and save outcomes using the CWA Activity Reporter role, but you will need the CWA Activity Reporter Manager role in order to submit your claim.

Navigator

- CWA Activity Reporter (External)
- CWA Activity Reporter Manager (External) role
- CWA Designated Signatory (external role)
- CWA Firm Manager (external role)
- CWA Firm Sysadmin (external role)
- CWA Office Manager (external role)
- CWA Reference Data Clerk (external role)

CWA Activity Reporter Manager (External) role
Home Page

Click on the 'Activity Management' tab.

Home Logout Preferences

Home **Activity Management** Orders

You can then see the list of your current submissions by clicking on 'Submission List' from the menu.

Bulk Load **Submission List** Previous Submissions

Select Your Submission

Home Logout Preferences

Bulk Load Submission List Previous Submissions

Printable Page Export

Submission List

Terms & Conditions

Firm Name TRAINING & CO

List of current Submissions

Account Number	Office Name	Submission Type	Submission Period	Schedule/Submission Reference	Status	Update
0A101K	TRAINING & CO	CRIME LOWER	APR-2013	CDS-0A101K/11	INCOMPLETE	
0A101K	TRAINING & CO	LEGAL HELP	APR-2013	0A101K/CIVIL	INCOMPLETE	
0A101K	TRAINING & CO	LEGAL HELP	AUG-2008	0A101K/9	INCOMPLETE	

Printable Page Export

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The submission list shows all of the current submissions for your firm. Your civil submission will be labelled **LEGAL HELP**.

If you have more than one office you may have more than one submission.

Ensure that you select the correct submission from the list.

Click 'Update' to start your submission.

Add a New Outcome, Step 1

Click 'Add Outcome'.

If you know **matter type** part 1 and 2, you can enter them directly into this field e.g. IMLB:IBAI

You can also search for matter types using the **torch** icon.

Submission Details Submission Review Submission Summary

Submission Details

Outcome Pricing Details Printable Page Export Step 1 of 3 Help Save

Firm Name TRAINING & CO
Account Number 0A101K
Office TRAINING & CO

Submission Period APR-2013
Schedule Submission Reference 0A101K/CIVIL
Submission Type LEGAL_HELP

Add Outcome

Initial Case Reference	IFB	ICB	Client Reference	Client Scenario	Matter Type	Stage Reached	Outcome for Client	Value	Exc.	Status	Full
No results found											

Return to Submission List

Outcome Pricing Details Printable Page Export Step 1 of 3 Help Save

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Outcome Details

*Indicates required field

Header Information

Firm Name TRAINING & CO
Account Number 0A101K
Schedule Submission Reference 0A101K/CIVIL

Office Name TRAINING & CO
Submission Period APR-2013

Matter Type IMLB:IBAI

Case Information

Outcome Details

Outcome Details

Clear Cancel Save

Entering Your Data

Enter the data for your civil outcome here. Once you have entered the data click the **'Save'** button to save your outcome.

You will only be asked to input in to the relevant fields based on your entries.

Repeat this process for all outcomes for the submission period.

Steps 2 and 3

Submission details displays a summary of each outcome and its value.

Click **'Next'** to move to Step 2, a summary of your submission so far.

Click **'Next'** again to move to Step 3.

6. CLR Data and New Matter Starts

Click on **'CLR Information'**. Enter your CLR data and click **'Save & Close'**.

Note: If you have no data to report you must still enter **0** in each field.

Enter your new matter starts in the last column of the New Matter Starts table.

Leave the column blank if you have none to report.

Category	Schedule Reference	Procurement Area	Access Point	Delivery Location	Matter Starts
Immigration - Asylum	0A101K/2013/15	Brook House IRC	Fast Track		0

7. Submitting

Once you have entered all of the data for the month you can now submit by clicking the **'Submit'** button.

A confirmation screen will appear asking you to confirm you wish to submit, click **'Yes'**.

Once you have confirmed you wish to submit you will not be able to make any changes to your submission.