



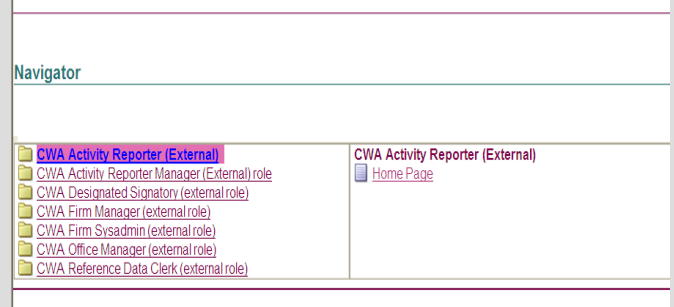
Contracted Work & Administration (CWA) Quick Guides

Civil Line by Line Submission

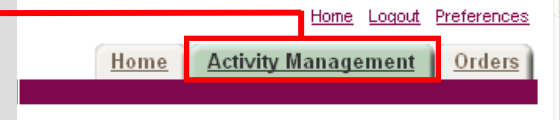
Access Activity Management

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.



Click on the **'Activity Management'** tab.



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



Select Your Submission

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	

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

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

Make sure you choose the correct submission to update.

Click here to add outcomes or enter claims.

Add a New Outcome

Click **'Add Outcome'** to open **'Outcome Details'** screen.

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

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

Entering Your Data

You can now start entering 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 1, 2 and 3

After clicking on **'Save'** you will be returned to **Step 1** of the submission details screen. Here you can see all of the outcomes you have added to this submission.

When you have added all of your outcomes to **Step 1**, move through to **Step 2** by clicking on the **'Next'** button.

This will show the review screen, click **'Next'** again to move to **Step 3**, where you can enter your new matter starts.

New Matter Starts and Submitting

Enter your new matter start data and click **'Recalculate'** to work out the totals as detailed below. If 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. You will need to click **'Yes'** to complete the submission. Once you have confirmed you wish to submit you will not be able to make any further changes to your submission.