



Contracted Work & Administration (CWA) Quick Guides

Running Activity Management Reports

What are Activity Management Reports?

A number of Activity Management reports have been created to help you locate and analyse the outcome data that your organisation has submitted to the LAA.

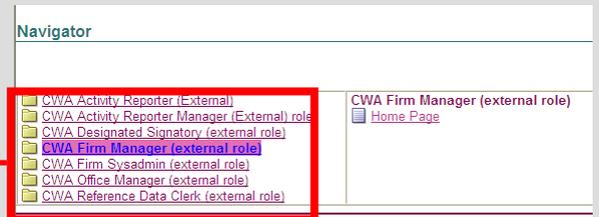
The reports give you access to a summary of the data that the LAA holds about your claims, including detail of any assessments and/or changes that have been made to them. This means that when you discuss your claims with your Contract Manager you can both view the same claims and their associated costs and values.

Follow the steps in this guide to locate and run the reports.

Access Activity Management

Log into CWA via the LAA Online Portal and choose one of the following roles:

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



Click on the '**Activity Management**' tab. This brings up the menu bar.



Select '**Reports**' from the menu bar, which sits within '**Activity Management**'



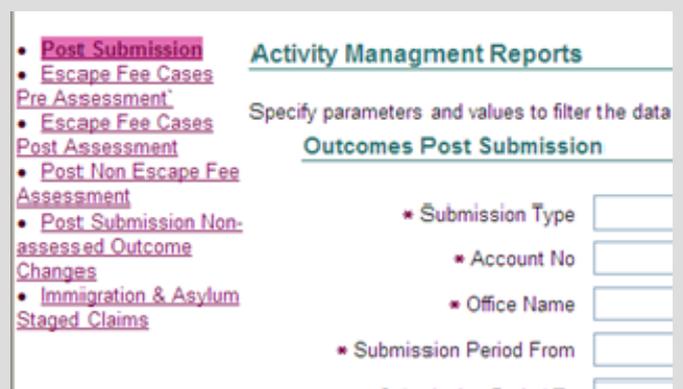
The Reports

There are 6 Activity Management Reports available:

- Post Submission
- Escape Fee Cases Pre Assessment
- Escape Fee Cases Post Assessment
- Post Non Escape Fee Assessment
- Post Submission Non assessed Outcome Changes
- Immigration and Asylum Staged Claims

Please refer to the **Activity Management Report User Guide** for more information about each report.

Select a report from the list on the left of the screen.



Running the Report

You must complete the mandatory search parameters to run the report.

The green torches are search facilities.

Once completed click 'Go'.

Activity Management Reports

Specify parameters and values to filter the data that is displayed in your report then press 'Go'.

Outcomes Post Submission

- * Submission Type
- * Account No
- * Office Name
- * Submission Period From
- * Submission Period To

Report Results

The report results are displayed in a table underneath the Search Parameters.

You will need to use the scroll bars to view all the report data.

Outcomes

LAA Account Number	Supplier Office Name	Submission Period	Schedule Reference	Case Ref Number	UFN	UCN
1M067E	Example Firm	SEP-2013	1M067E /2013/13	26211.002	040113/001	24071992/SIGRAN

Please refer to the **Activity Management Reports User Guide** for a detailed description of each report.
<https://www.gov.uk/government/publications/cwa-detailed-user-guides>

Export Report Data into Microsoft Excel

If you wish to keep your own copy of the report or carry out additional analysis, **Export** the data into Microsoft Excel.

Click 'Export'.

Outcomes

LAA Account Number	Supplier Office Name	Submission Period	Schedule Reference	Case Ref Number	UFN	UCN
1M067E	Example Firm	SEP-2013	1M067E /2013/13	26211.002	040113/001	24071992/SIGRAN

Print the Report Data

For best results when printing report data:

- Do not print the report data directly from the CWA webpage.
- Export the data into Microsoft Excel and print from there.
- Print the report on A3 paper and in landscape.