



ARBITRATION FORUMS, INC.
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E-Subro Hub My Worklist Reference Guide

October 2022

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My Arbfile Page

From the My Arbfile page, click the E-Subro Hub dropdown menu, followed by My Demands then My Worklist.



The screenshot shows the 'MY ARBFILE' page for user JACK DEMANDER. The navigation bar includes Home, My Arbfile, Member Directory, Member Access, E-Subro Hub (selected), TRS Arbitration, Administration, and Reports. A search bar is located in the top right. The main content area features a sidebar with 'Helpful Links', 'E-Subro Hub', and 'Latest News'. The central area displays a 'Webinars and' section with a video player. The 'E-Subro Hub' dropdown menu is open, showing options: About E-Subro Hub, Training, Demand Search, Mass Reassign, My Demands (selected), My Work List, Quick Assign, My Work List Report, Batch Printing, Issued Demands, My Tasks, Pre-Issued Demands, Add Demand, No Response Demands, Watches, All Responses, and My Team. The footer contains copyright information and contact details.

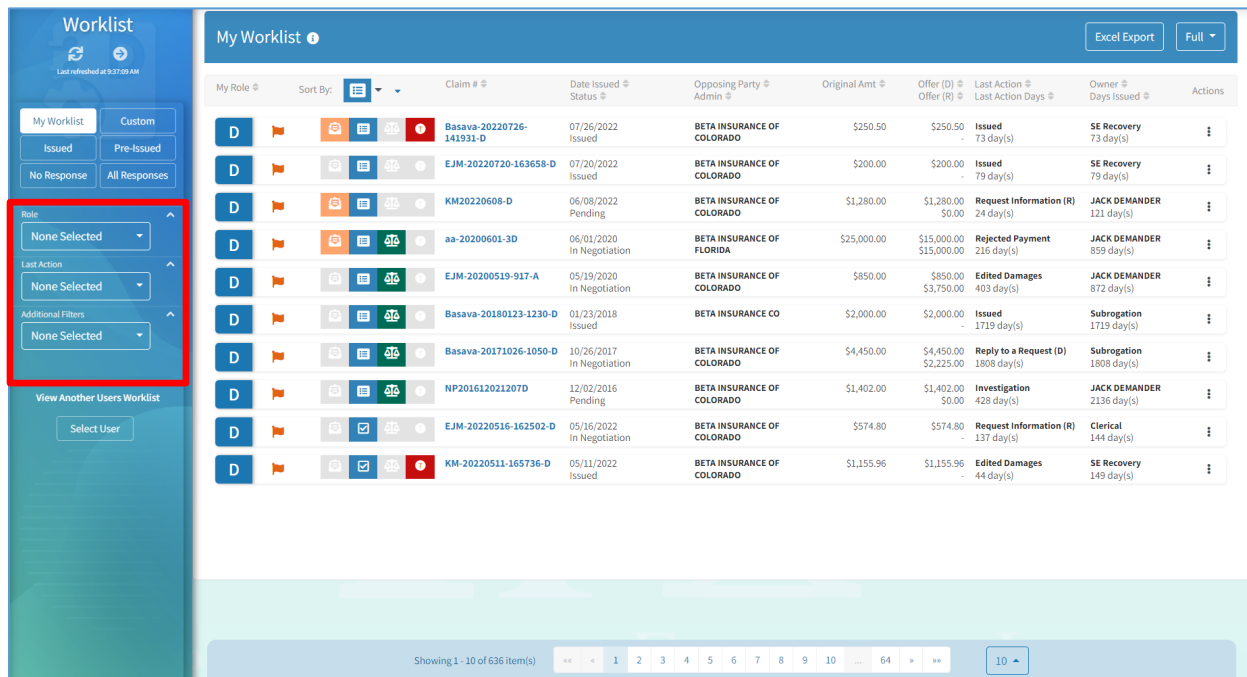
My Worklist

The My Worklist selection will show demands that need the attention of the handling associate.

To be included on the Worklist, the demand must have an Action Flag, Message Icon, or Task Icon.

Additionally, the demand is owned by the user or a business unit to which the user is associated.

There are no active filter options for Role, Last Action, or Additional Filters on the initial page.

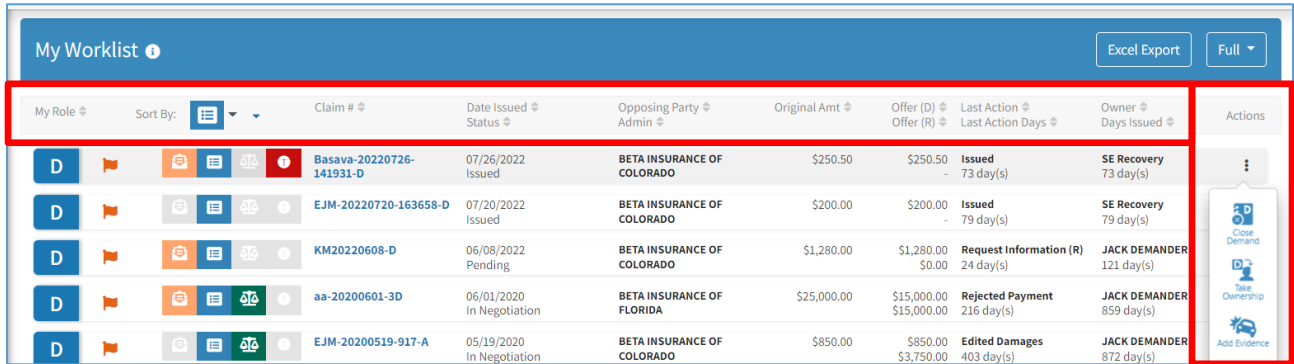


The screenshot shows the 'My Worklist' interface. On the left is a sidebar with filters for 'My Worklist', 'Issued', 'Pre-Issued', 'No Response', and 'All Responses'. Below these are 'Role' and 'Last Action' dropdowns, both currently set to 'None Selected'. There is also an 'Additional Filters' section with another 'None Selected' dropdown. At the bottom of the sidebar is a 'View Another Users Worklist' section with a 'Select User' button. The main area is a table titled 'My Worklist' with columns: My Role, Sort By, Claim #, Date Issued Status, Opposing Party Admin, Original Amt, Offer (D) Offer (R), Last Action Last Action Days, Owner Days Issued, and Actions. The table contains 12 rows of claim data. At the bottom of the table, it says 'Showing 1 - 10 of 636 item(s)' and has a pagination control set to 10 items per page.

The Worklist columns and associated rows are initially listed by Date Issued (oldest to newest). However, the list can be rearranged by clicking the sort arrow for any column. Provided below is a description of each column.

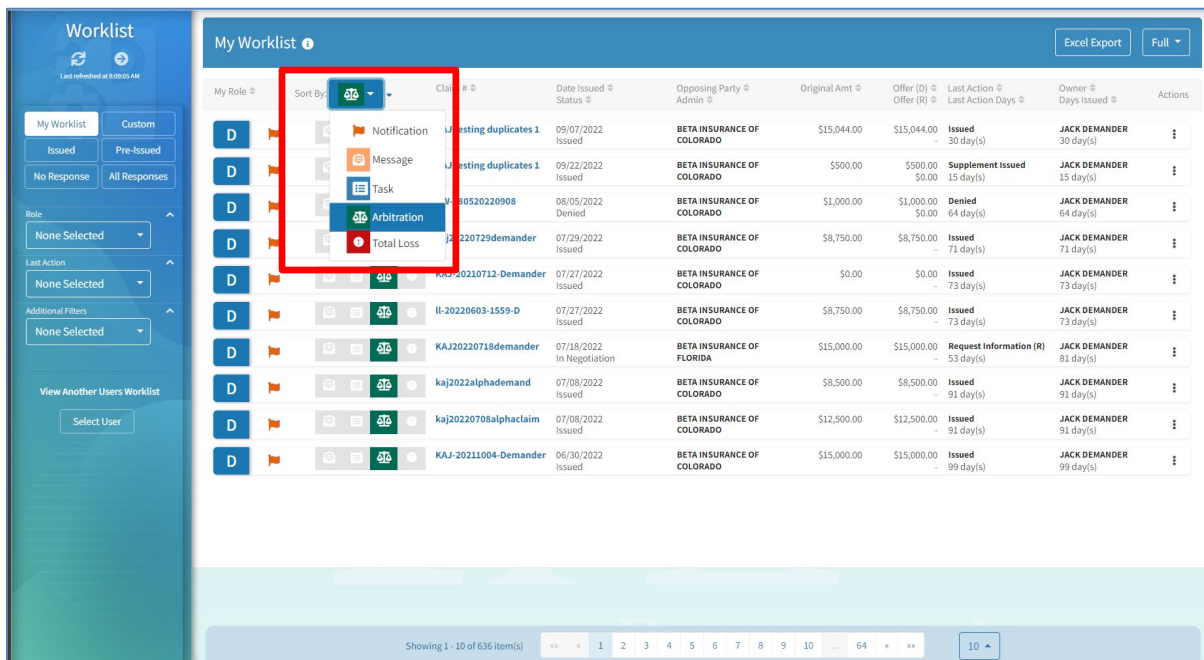
- **My Role:** Demander, Responder, or both
- **Action Flag:** a pending negotiation action or expired diary
- **Messages:** a pending message that needs review
- **Task:** a pending task that is awaiting review and completion
- **Arbitration:** a related arbitration that has been filed on the demand
- **Total Loss:** the vehicle involved in the loss has been deemed a total loss
- **Claim Number:** the claim number entered for the user's internal file and the active link used to open the demand
- **Date Issued:** the date the demand is issued and the default sorting option (oldest to newest)
- **Status:** the current negotiation status of the demand (Issued, Pending, Accepted, Denied, etc.)
- **Opposing Party:** the other party involved in the claim
- **Admin:** indicates the involvement of a third-party administrator (TPA)
- **Original Amount:** the original amount when the demand was issued
- **Offer (D):** current negotiation position of the Demander
- **Offer (R):** current negotiation position of the Responder
- **Last Action:** lists the last action taken by the Demander or Responder
- **Last Action Days:** lists the number of days from the last action
- **Owner:** lists the current owner of the demand (individual or business unit)

- **Days Issued:** lists the number of days from when the demand was issued
- **Actions:** opens quick links to several common workflow actions



My Role	Sort By	Claim #	Date Issued Status	Opposing Party Admin	Original Amt	Offer (D) Offer (R)	Last Action Last Action Days	Owner Days Issued	Actions
D		Basava-20220726-141931-D	07/26/2022 Issued	BETA INSURANCE OF COLORADO	\$250.50	\$250.50 -	Issued 73 day(s)	SE Recovery 73 day(s)	
D		EJM-20220720-163658-D	07/20/2022 Issued	BETA INSURANCE OF COLORADO	\$200.00	\$200.00 -	Issued 79 day(s)	SE Recovery 79 day(s)	
D		KM20220608-D	06/08/2022 Pending	BETA INSURANCE OF COLORADO	\$1,280.00	\$1,280.00 \$0.00	Request Information (R) 24 day(s)	JACK DEMANDER 121 day(s)	
D		aa-20200601-3D	06/01/2020 In Negotiation	BETA INSURANCE OF FLORIDA	\$25,000.00	\$15,000.00 \$15,000.00	Rejected Payment 216 day(s)	JACK DEMANDER 859 day(s)	
D		EJM-20200519-917-A	05/19/2020 In Negotiation	BETA INSURANCE OF COLORADO	\$850.00	\$850.00 \$3,750.00	Edited Damages 403 day(s)	JACK DEMANDER 872 day(s)	

The Sort By menu will allow the user to pull demands with the selected icon to the top of the list (Action Flag, Message, Task, Arbitration, or Total Loss icons).



Worklist
Last refreshed at 9:29:05 AM

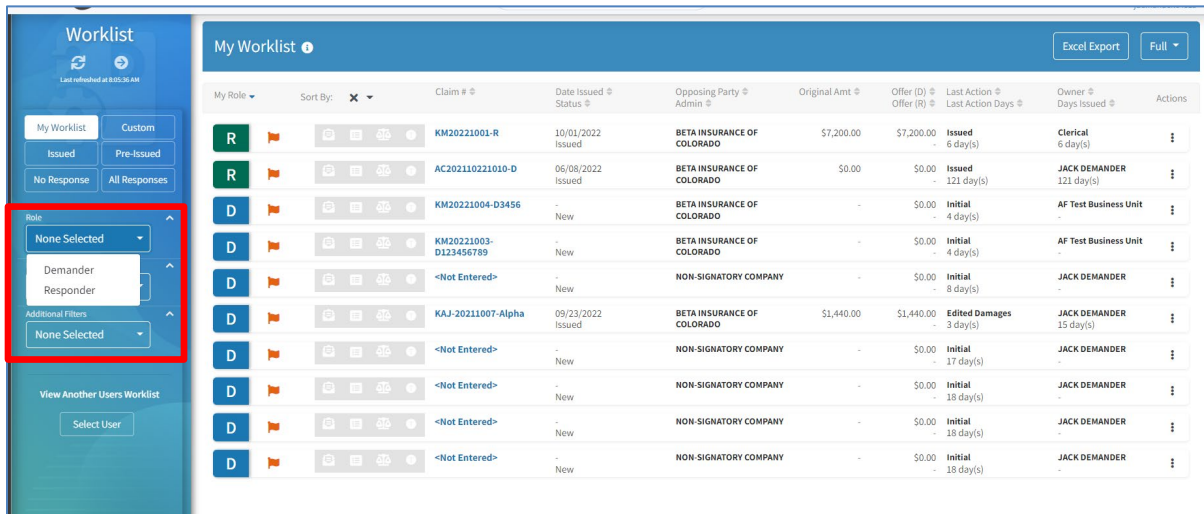
My Worklist Custom
Issued Pre-Issued
No Response All Responses

Role: None Selected
Last Action: None Selected
Additional Filters: None Selected
View Another Users Worklist: Select User

My Role	Sort By	Claim #	Date Issued Status	Opposing Party Admin	Original Amt	Offer (D) Offer (R)	Last Action Last Action Days	Owner Days Issued	Actions
D	Notification	Missing duplicates 1	09/07/2022 Issued	BETA INSURANCE OF COLORADO	\$15,044.00	\$15,044.00 -	Issued 30 day(s)	JACK DEMANDER 30 day(s)	
D	Message	Missing duplicates 1	09/22/2022 Issued	BETA INSURANCE OF COLORADO	\$500.00	\$500.00 \$0.00	Supplement Issued 15 day(s)	JACK DEMANDER 15 day(s)	
D	Task	W-80520220908	08/05/2022 Denied	BETA INSURANCE OF COLORADO	\$1,000.00	\$1,000.00 \$0.00	Denied 64 day(s)	JACK DEMANDER 64 day(s)	
D	Arbitration	220729demander	07/29/2022 Issued	BETA INSURANCE OF COLORADO	\$8,750.00	\$8,750.00 -	Issued 71 day(s)	JACK DEMANDER 71 day(s)	
D	Total Loss	202210712-Demander	07/27/2022 Issued	BETA INSURANCE OF COLORADO	\$0.00	\$0.00 -	Issued 73 day(s)	JACK DEMANDER 73 day(s)	
D		ll-20220603-1559-D	07/27/2022 Issued	BETA INSURANCE OF COLORADO	\$8,750.00	\$8,750.00 -	Issued 73 day(s)	JACK DEMANDER 73 day(s)	
D		KAJ20220718demander	07/18/2022 In Negotiation	BETA INSURANCE OF FLORIDA	\$15,000.00	\$15,000.00 -	Request Information (R) 53 day(s)	JACK DEMANDER 81 day(s)	
D		kaj2022alphademand	07/08/2022 Issued	BETA INSURANCE OF COLORADO	\$8,500.00	\$8,500.00 -	Issued 91 day(s)	JACK DEMANDER 91 day(s)	
D		kaj20220708alphacclaim	07/08/2022 Issued	BETA INSURANCE OF COLORADO	\$12,500.00	\$12,500.00 -	Issued 91 day(s)	JACK DEMANDER 91 day(s)	
D		KAJ-20211004-Demander	06/30/2022 Issued	BETA INSURANCE OF COLORADO	\$15,000.00	\$15,000.00 -	Issued 99 day(s)	JACK DEMANDER 99 day(s)	

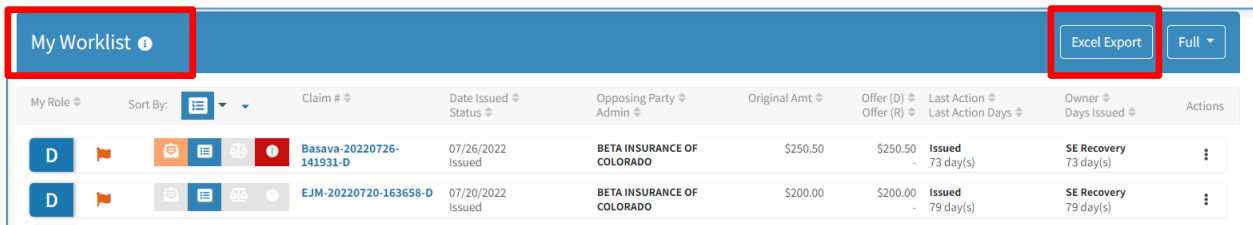
Showing 1 - 10 of 636 item(s) | 10

The default filters for the Worklist can be revised by selecting Role, Last Action, and Additional Filters.

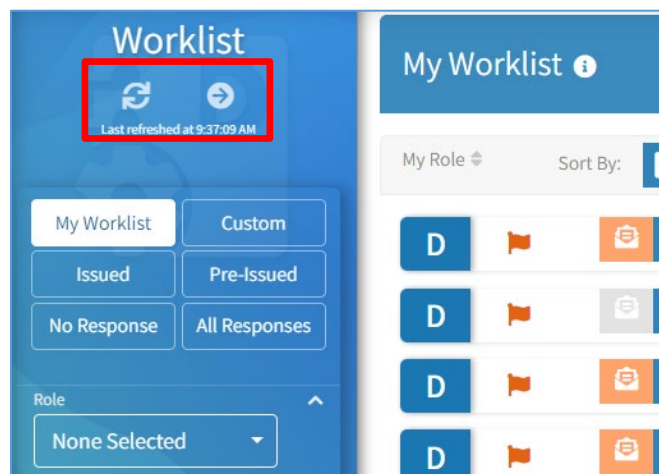


The top ribbon has helpful information on the Worklist and other list options.

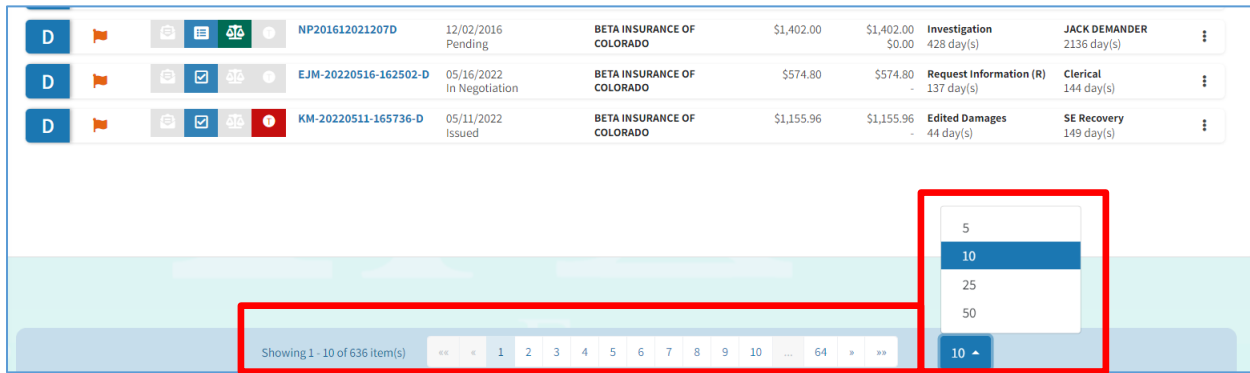
The Worklist can be exported to an Excel document.



The Refresh icon will update the list and Get Next Work will open the next demand on the list.



The bottom ribbon will show the current page for the list. The number of demands per page can be set to 5, 10, 25, or 50.



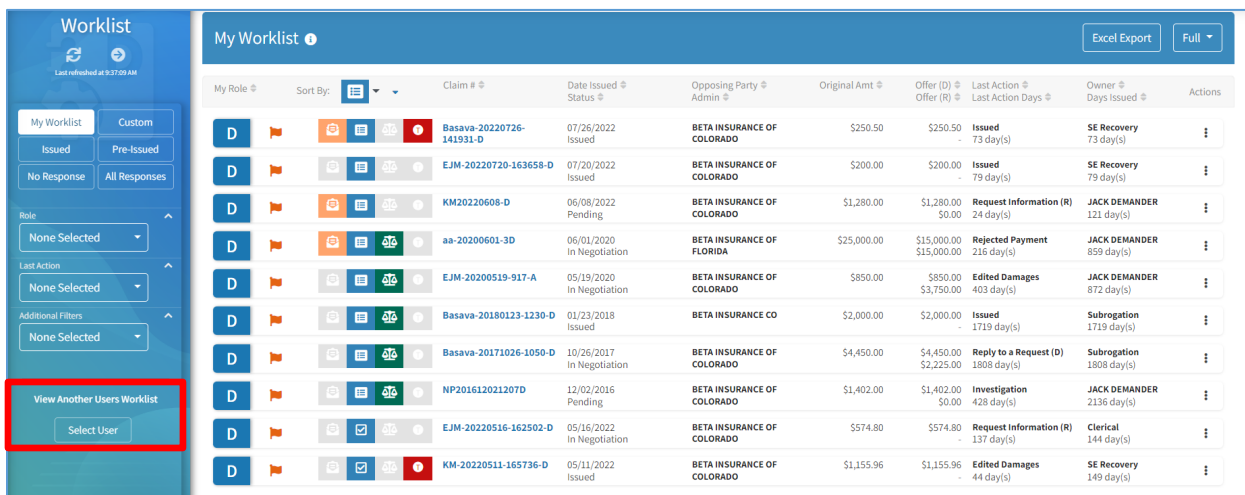
Role	Claim #	Date Issued	Status	Opposing Party	Original Amt	Offer (D)	Offer (R)	Last Action	Owner
D	NP201612021207D	12/02/2016	Pending	BETA INSURANCE OF COLORADO	\$1,402.00	\$1,402.00	\$0.00	Investigation 428 day(s)	JACK DEMANDER 2136 day(s)
D	EJM-20220516-162502-D	05/16/2022	In Negotiation	BETA INSURANCE OF COLORADO	\$574.80	\$574.80	-	Request Information (R) 137 day(s)	Clerical 144 day(s)
D	KM-20220511-165736-D	05/11/2022	Issued	BETA INSURANCE OF COLORADO	\$1,155.96	\$1,155.96	-	Edited Damages 44 day(s)	SE Recovery 149 day(s)

Showing 1 - 10 of 636 item(s) | 1 2 3 4 5 6 7 8 9 10 ... 64

5
10
25
50
10

Another User's Worklist

A Worklist can be generated for another associate. This list can be created by clicking "Select User" under "View Another Users Worklist."



Worklist

My Worklist

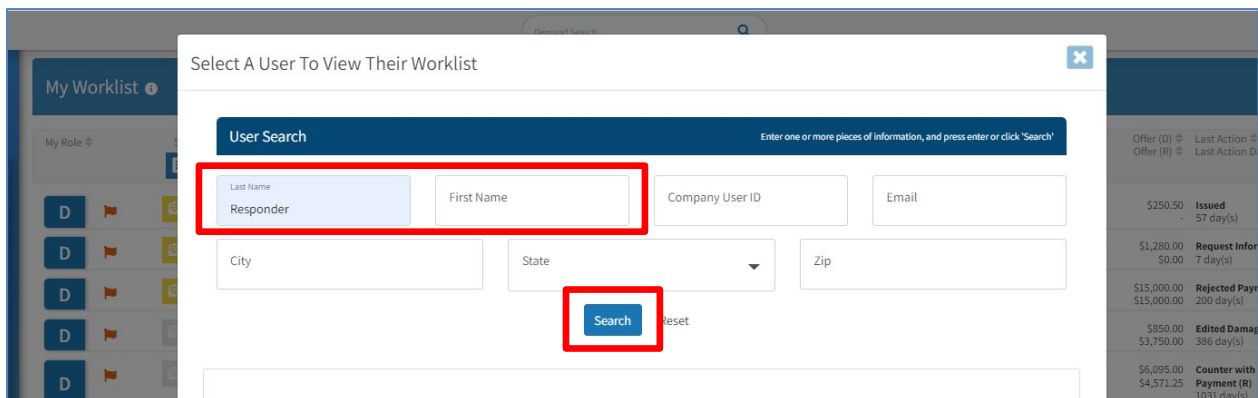
Excel Export Full

My Role	Sort By	Claim #	Date Issued	Status	Opposing Party	Original Amt	Offer (D)	Offer (R)	Last Action	Owner	Actions
D		Basava-20220726-141931-D	07/26/2022	Issued	BETA INSURANCE OF COLORADO	\$250.50	\$250.50	-	Issued 73 day(s)	SE Recovery 73 day(s)	
D		EJM-20220720-163658-D	07/20/2022	Issued	BETA INSURANCE OF COLORADO	\$200.00	\$200.00	-	Issued 79 day(s)	SE Recovery 79 day(s)	
D		KM20220608-D	06/08/2022	Pending	BETA INSURANCE OF COLORADO	\$1,280.00	\$1,280.00	\$0.00	Request Information (R) 24 day(s)	JACK DEMANDER 121 day(s)	
D		aa-20200601-3D	06/01/2020	In Negotiation	BETA INSURANCE OF FLORIDA	\$25,000.00	\$15,000.00	\$15,000.00	Rejected Payment 216 day(s)	JACK DEMANDER 859 day(s)	
D		EJM-20200519-917-A	05/19/2020	In Negotiation	BETA INSURANCE OF COLORADO	\$850.00	\$850.00	\$3,750.00	Edited Damages 403 day(s)	JACK DEMANDER 872 day(s)	
D		Basava-20180123-1230-D	01/23/2018	Issued	BETA INSURANCE CO	\$2,000.00	\$2,000.00	-	Issued 1719 day(s)	Subrogation 1719 day(s)	
D		Basava-20171026-1050-D	10/26/2017	In Negotiation	BETA INSURANCE OF COLORADO	\$4,450.00	\$4,450.00	\$2,225.00	Reply to a Request (D) 1808 day(s)	Subrogation 1808 day(s)	
D		NP201612021207D	12/02/2016	Pending	BETA INSURANCE OF COLORADO	\$1,402.00	\$1,402.00	\$0.00	Investigation 428 day(s)	JACK DEMANDER 2136 day(s)	
D		EJM-20220516-162502-D	05/16/2022	In Negotiation	BETA INSURANCE OF COLORADO	\$574.80	\$574.80	-	Request Information (R) 137 day(s)	Clerical 144 day(s)	
D		KM-20220511-165736-D	05/11/2022	Issued	BETA INSURANCE OF COLORADO	\$1,155.96	\$1,155.96	-	Edited Damages 44 day(s)	SE Recovery 149 day(s)	

View Another Users Worklist

Select User

Complete a user search by entering one of the search options.



Select A User To View Their Worklist

User Search

Enter one or more pieces of information, and press enter or click 'Search'

Last Name Responder

First Name

Company User ID

Email

City

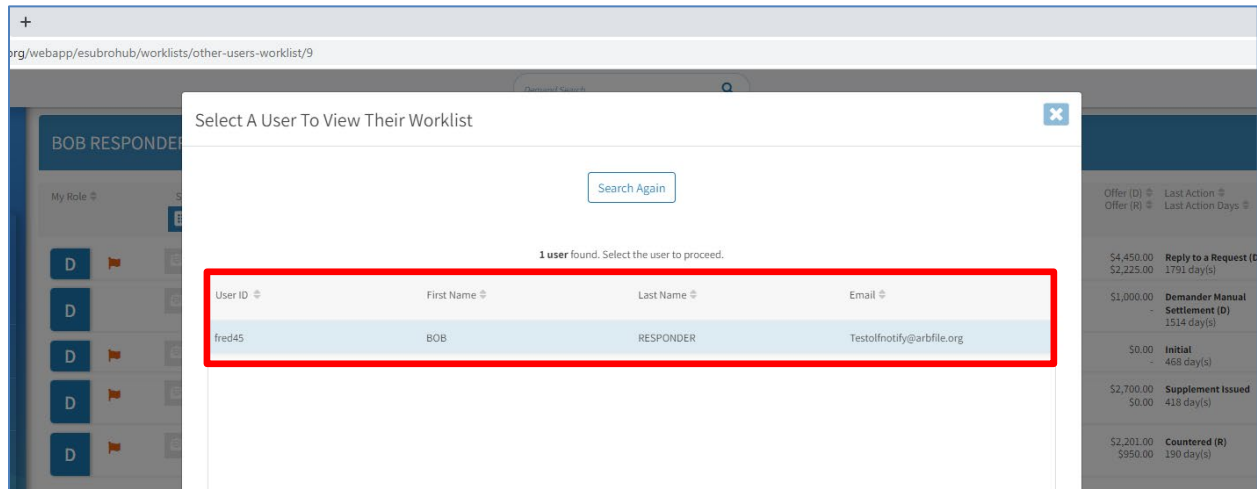
State

Zip

Search

Reset

Click on the correct result to generate the default Worklist for that user.



The other user's Worklist will then appear.

