ARBITRATION FORUMS, INC.

Membership driven. Innovation focused.

E-Subro Hub Quick Assign
Reference Guide

January 2023

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Quick Assign Access

The ability to see a Quick Assign menu option requires an assigned privilege to your user login. There are several ways to access the Quick Assign link.
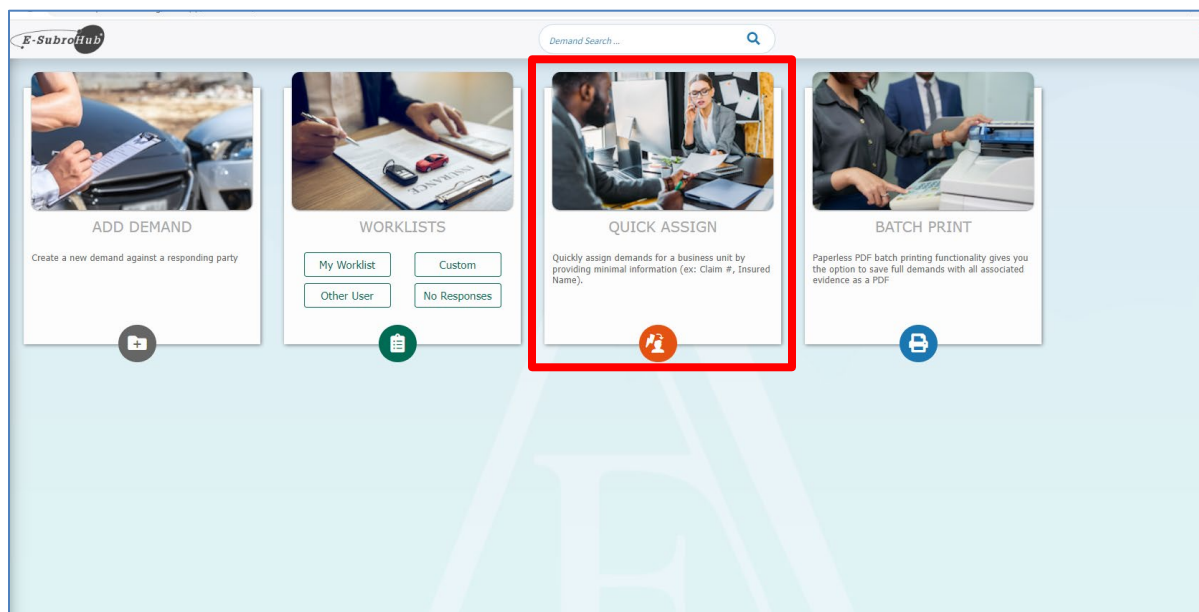
My Arbfile Page

From the "My Arbfile" page, click the E-Subro Hub drop-down menu, then "Quick Assign." While this is the most common path to start a Quick Assign session, there are other locations on the E-Subro Hub platform.
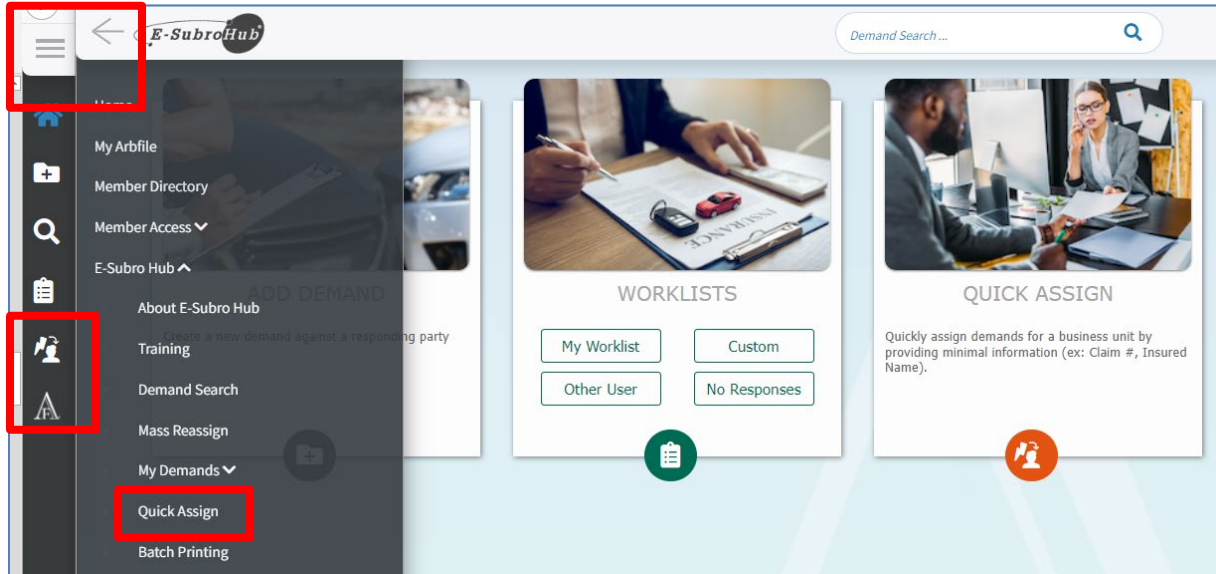

E-Subro Hub Home Page

Quick Assign can be accessed from E-Subro Hub by clicking on the badge on the homepage.
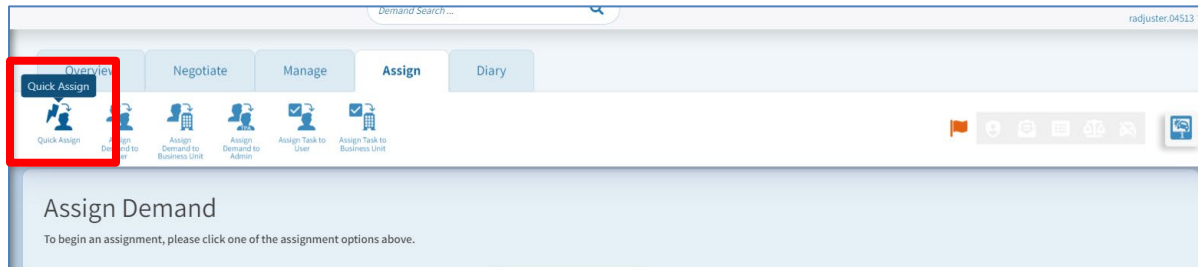
Menu Links

There are several menus that will present a "Quick Assign" link. The AF logo on the side menu and the "hamburger" menu at the top-left corner will open a menu tree with the "Quick Assign" option.

Additionally there is a Quick Assign icon on the left page menu.

Assign Tab

If the associate is inside a demand, a Quick Assign command is available under the Assign tab.
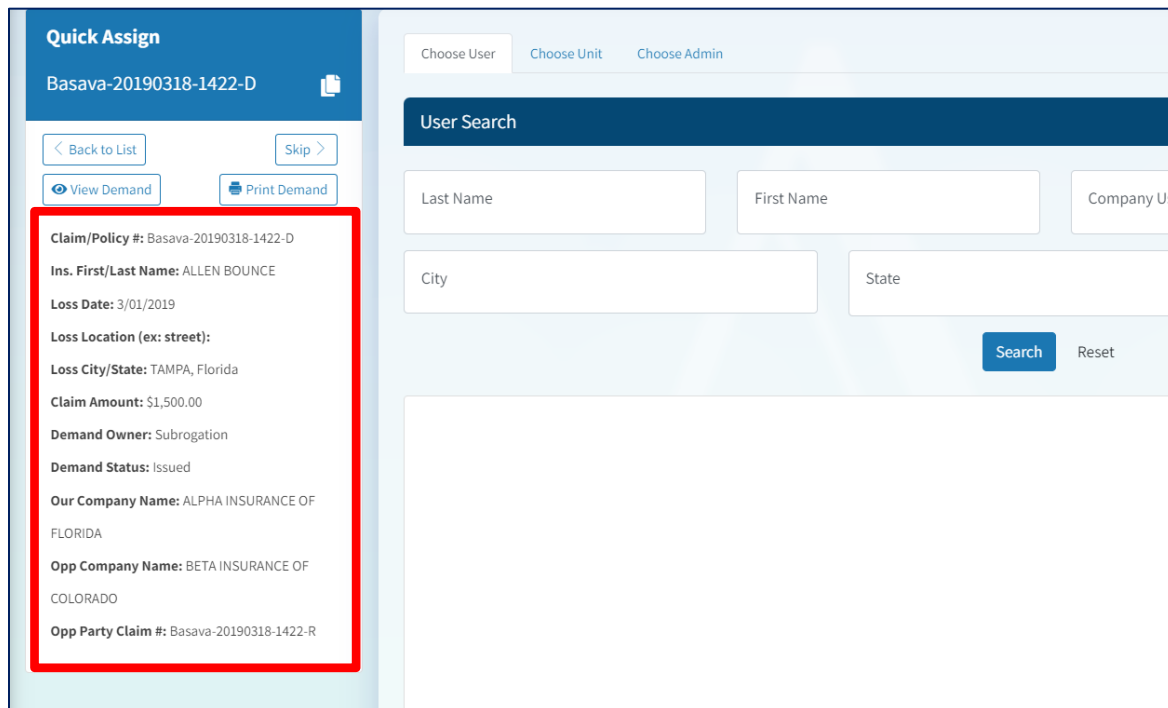
Quick Assign Page

Quick Assign will pull demands from the user's default Worklist. If there are available demands, the first one will populate on the page.

Demand Detail Information

The fields on the page should provide sufficient information to assign the demand to the appropriate individual or business unit.

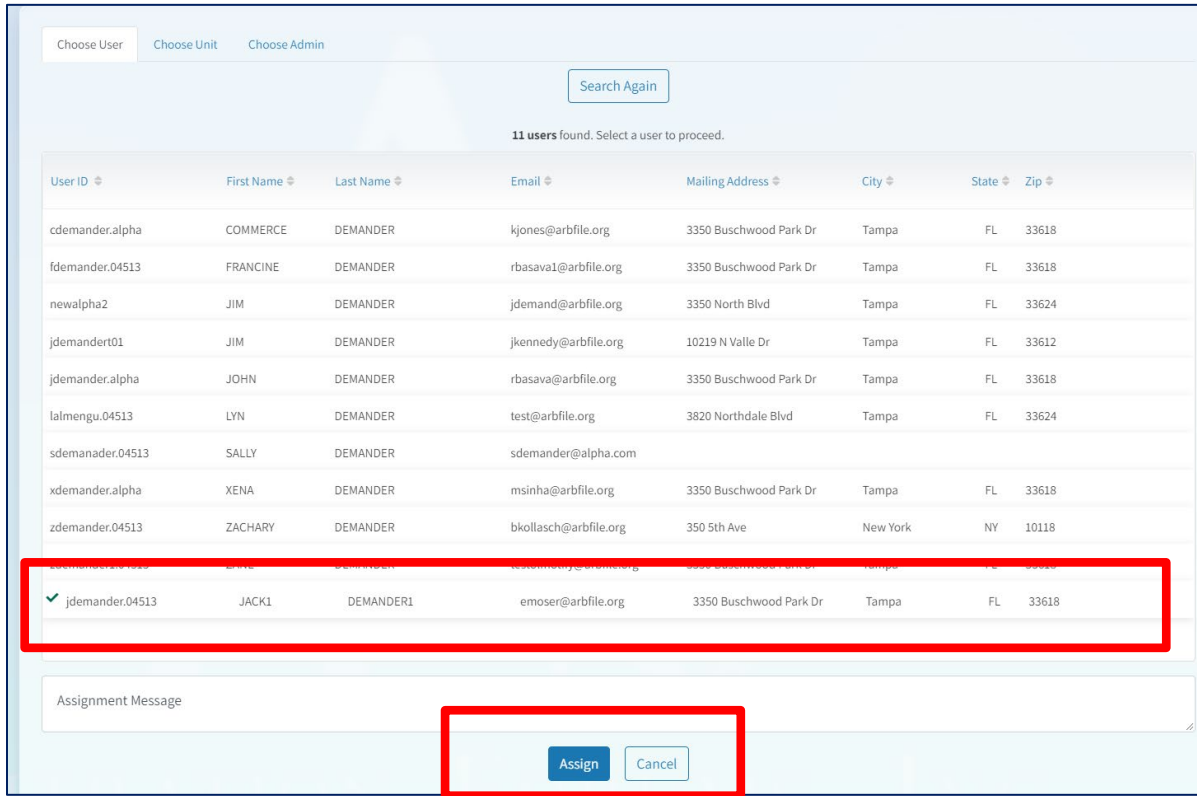|	
Claim/Policy #	Demand Owner
Ins. First/Last Name	Demand Status
Loss Date	Our Company Name
Loss Location	Opp Company Name
Loss City/State	Opp Party Claim #
Claim Amount	

Choose User Tab

The demand can be assigned to an individual associate by completing a name search. The primary search fields are Last Name, First Name, Company User ID, or Email.

Click "Search" to return a result.

Click the correct result and then "Assign" to give ownership to the demand.

A confirmation will pop up in the bottom-right corner of the page and the next demand will populate from the Worklist.

Choose Unit Tab

The demand can be assigned to a business unit by completing a name search. The primary search field is the business unit name, but the unit may be visible in the default list on this page.

Enter the business unit name and select the correct result when visible. Click "Assign" to give ownership to the demand.

A confirmation will pop up in the bottom-right corner of the page and the next demand will populate from the Worklist.

Choose Admin Tab

The demand can be assigned to a third-party administrator (TPA) by completing a name search. The next search field is the business unit name, but the unit may be visible in the default list on this page.

Enter the business unit name and select the correct result when visible. Click "Assign" at the bottom of the page to give ownership to the demand.

A confirmation will pop up in the bottom-right corner of the page and the next demand will populate from the Worklist.

Choose User   Choose Unit   **Choose Admin**

Search a TPA Business Unit

Admin Search - Enter a Admin company name.

Admin Company Name
PARADOX INSURANCE SERVICES

Business Unit Results

Filter Admin Business Units by Name
AK-Subro Team

Showing 10 of 265 Business Units. Select one to proceed.

| Business Unit Name ⇕	Company Name ⇕
AK-Subro Team 26-02	PARADOX INSURANCE SERVICES
AK-Subro Team 26-05	PARADOX INSURANCE SERVICES
AK-Subro Team 26-07	PARADOX INSURANCE SERVICES
AK-Subro Team 26-10	PARADOX INSURANCE SERVICES
AK-Subro Team 26-12	PARADOX INSURANCE SERVICES
AK-Subro Team 26-15	PARADOX INSURANCE SERVICES
AK-Subro Team 26-18	PARADOX INSURANCE SERVICES
AK-Subro Team 26-21	PARADOX INSURANCE SERVICES
AK-Subro Team 26-23	PARADOX INSURANCE SERVICES
✓ AK-Subro Team 26-26	PARADOX INSURANCE SERVICES

Assignment Message

Other Actions

**Back to List** returns the user to their Worklist.

View Demand grants access to the demand for a more detailed review or to take an action.

Print Demand allows the user to create a PDF copy of the demand under a separate tab.

Skip removes the demand from a user's current login session and moves to the next demand on the list. The demand will not return to the "Quick Assign" page until a new session is initiated.
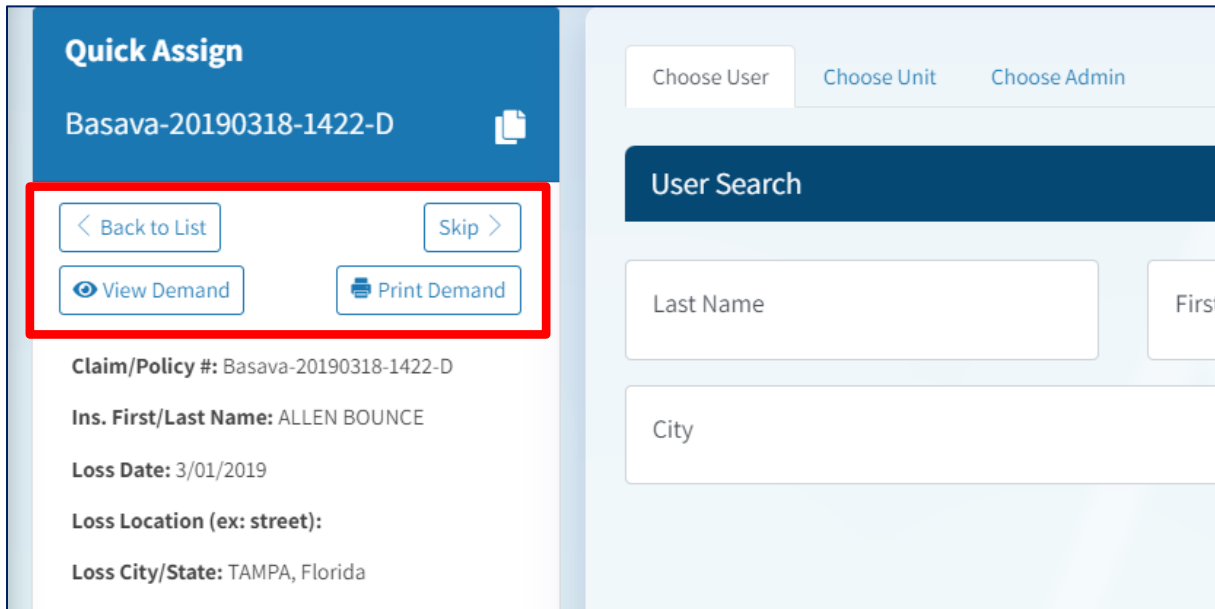
Copy Claim/Policy Number allows a user to grab a copy of the entry to paste, if needed.
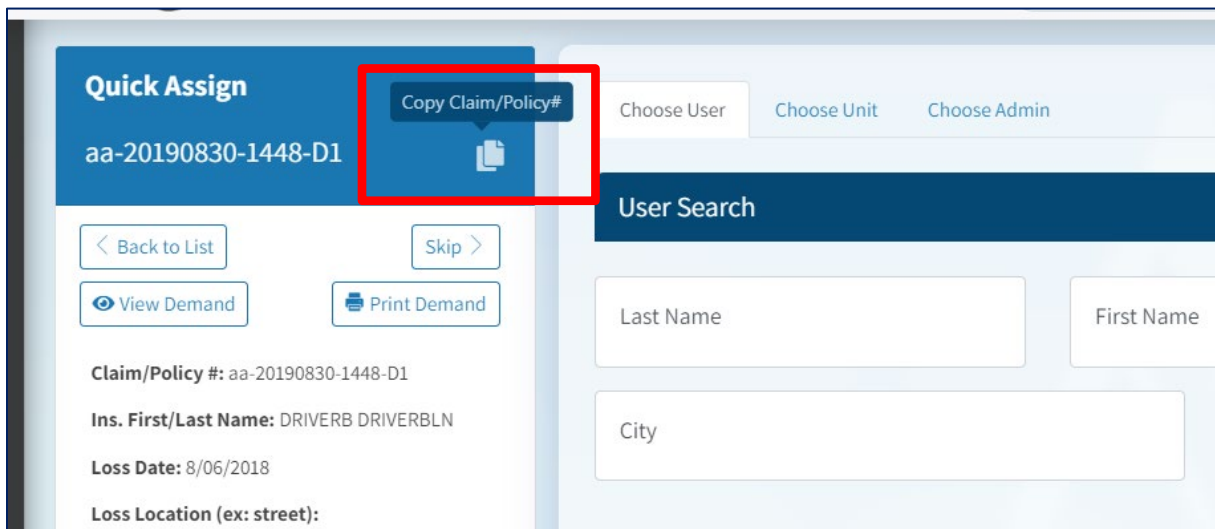
End of List

A notification will appear when the Worklist is complete.

There are no demands on your worklist to assign at this time