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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.

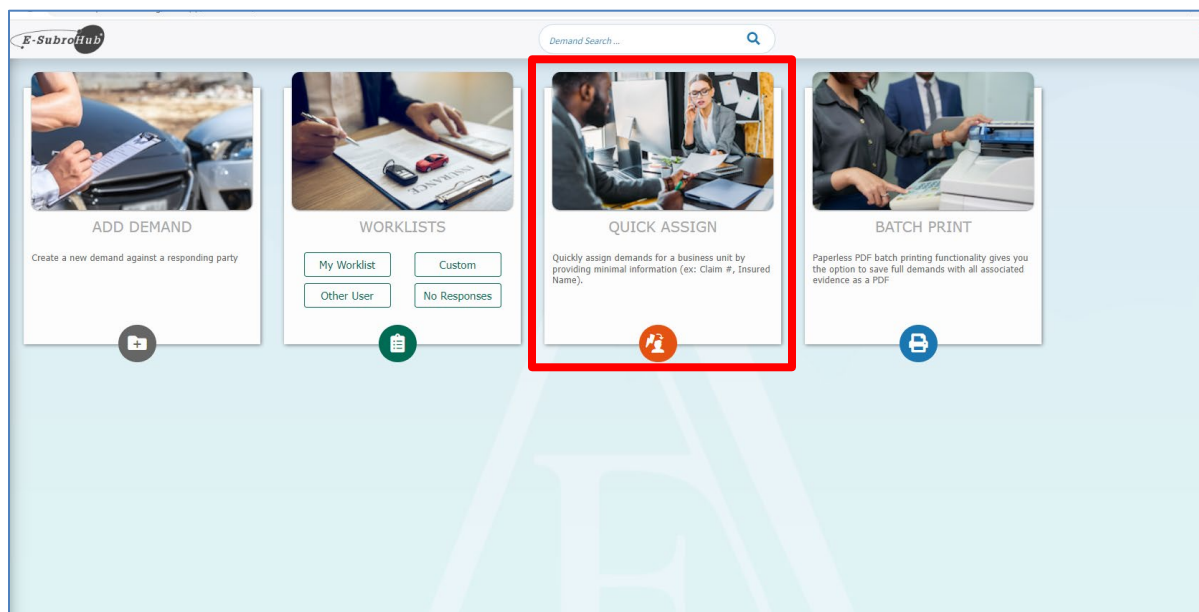
My Arbfile Page

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

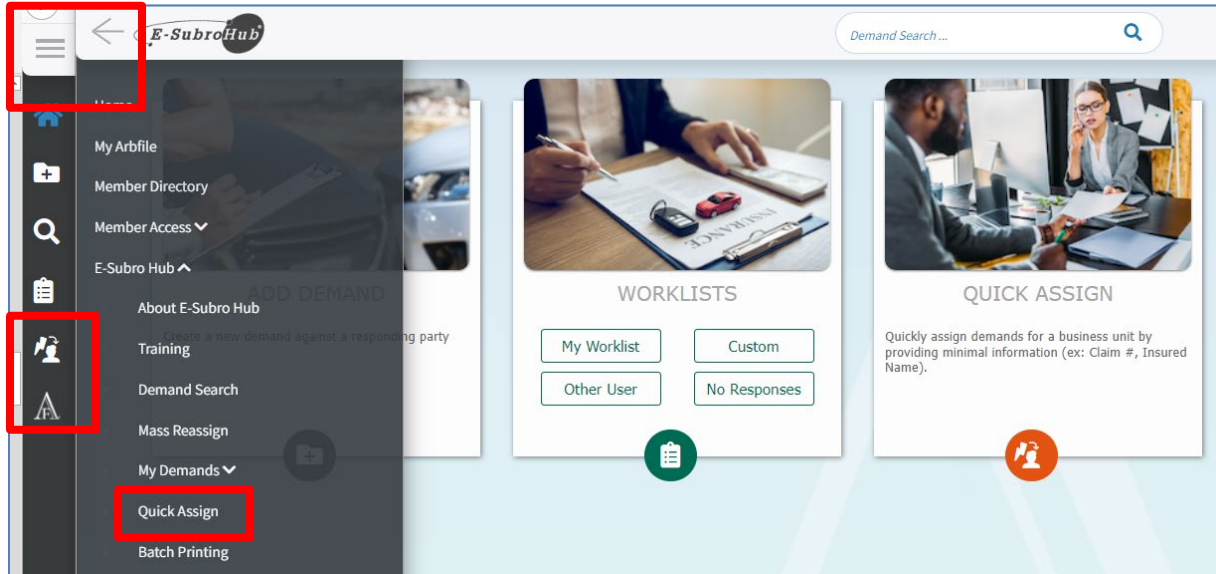
Quick Assign can be accessed from E-Subro Hub by clicking on the badge on the homepage.



Menu Links

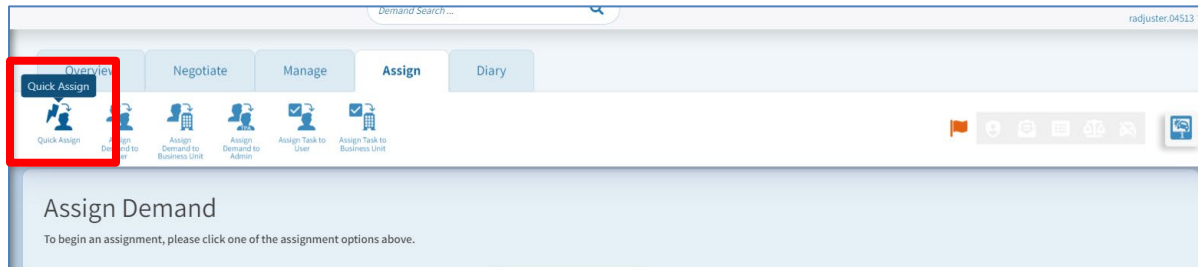
There are several menus that will present a “Quick Assign” link. The AF logo on the side menu and the “hamburger” menu at the top-left corner will open a menu tree with the “Quick Assign” option.

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.



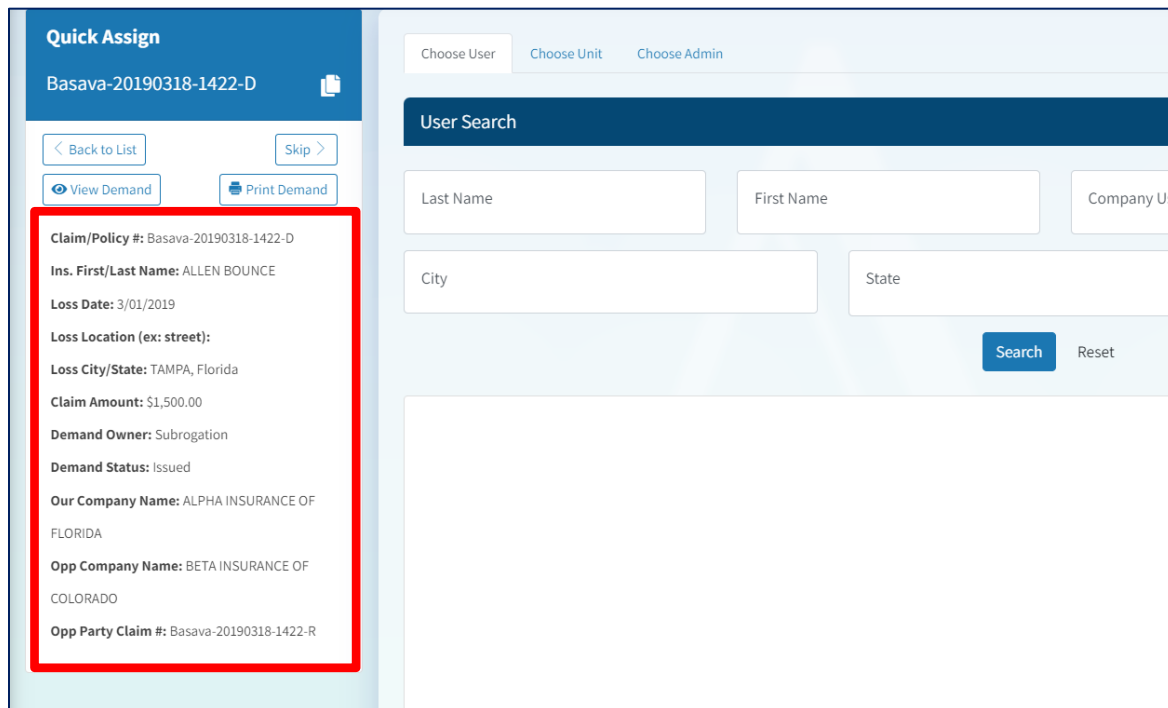
Quick Assign Page

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	



The screenshot shows the 'Quick Assign' interface. On the left, a sidebar displays the selected demand details for 'Basava-20190318-1422-D'. A red box highlights this information:

- Claim/Policy #:** Basava-20190318-1422-D
- Ins. First/Last Name:** ALLEN BOUNCE
- Loss Date:** 3/01/2019
- Loss Location (ex: street):**
- Loss City/State:** TAMPA, Florida
- Claim Amount:** \$1,500.00
- Demand Owner:** Subrogation
- Demand Status:** Issued
- Our Company Name:** ALPHA INSURANCE OF FLORIDA
- Opp Company Name:** BETA INSURANCE OF COLORADO
- Opp Party Claim #:** Basava-20190318-1422-R

The main content area features a 'User Search' section with input fields for 'Last Name', 'First Name', 'Company Us', 'City', and 'State'. There are also 'Choose User', 'Choose Unit', and 'Choose Admin' buttons at the top. A 'Search' button and a 'Reset' link are located at the bottom right of the search area.

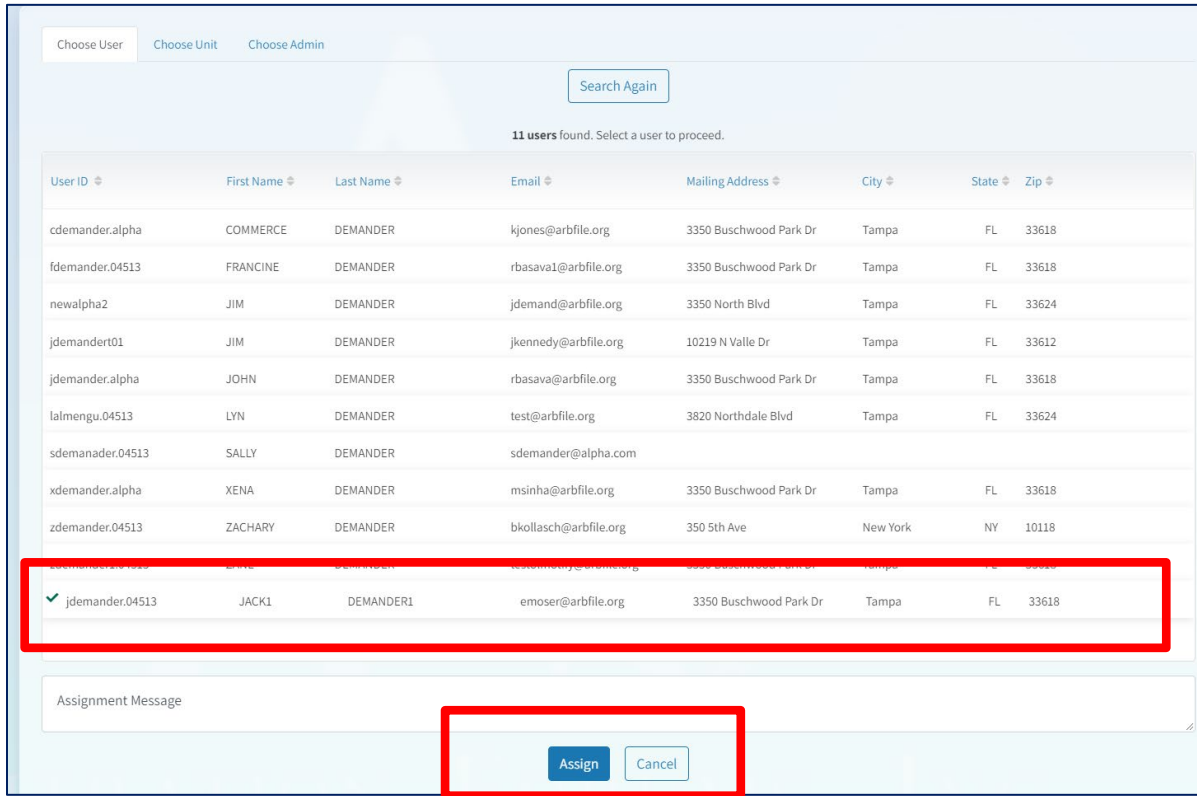
Choose User Tab

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.

The screenshot displays the 'Choose User' tab within a web application. At the top, there is a search bar labeled 'Demand Search ...' with a magnifying glass icon. Below this, three tabs are visible: 'Choose User' (selected), 'Choose Unit', and 'Choose Admin'. The main content area is titled 'User Search' and contains several input fields: 'Last Name' (with the text 'Demander' entered), 'First Name', 'Company User ID', 'City', and 'State'. A blue 'Search' button is located at the bottom right of the search form, next to a 'Reset' link. Red boxes highlight the 'User Search' header and the 'Search' button.

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



Choose User Choose Unit Choose Admin

Search Again

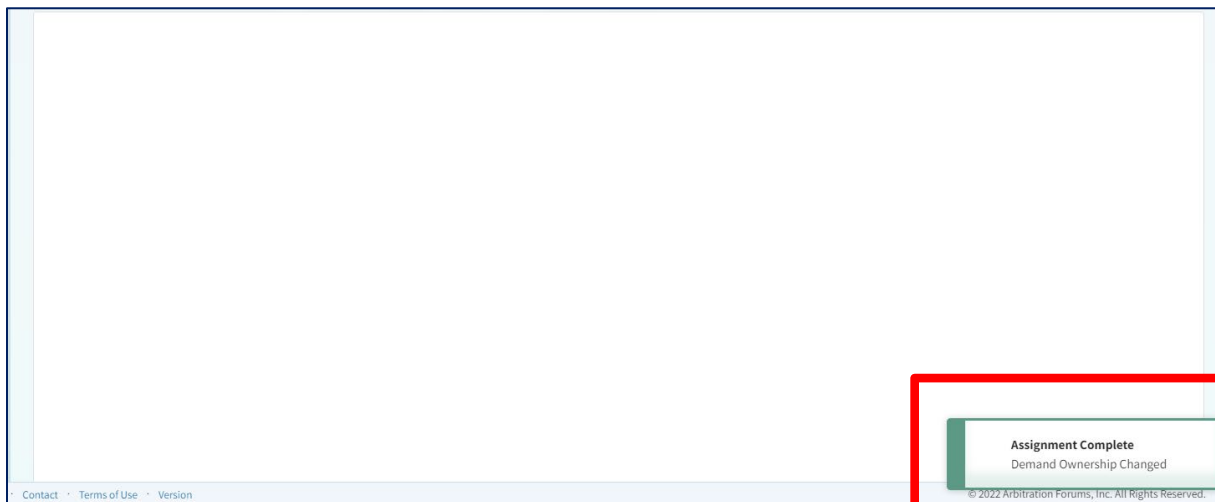
11 users found. Select a user to proceed.

User ID	First Name	Last Name	Email	Mailing Address	City	State	Zip
cdemand.alpha	COMMERCE	DEMANDER	kjones@arbfile.org	3350 Buschwood Park Dr	Tampa	FL	33618
fdemand.04513	FRANCINE	DEMANDER	rbasava1@arbfile.org	3350 Buschwood Park Dr	Tampa	FL	33618
newalpha2	JIM	DEMANDER	jdemand@arbfile.org	3350 North Blvd	Tampa	FL	33624
jdemandert01	JIM	DEMANDER	jkennedy@arbfile.org	10219 N Valle Dr	Tampa	FL	33612
jdemand.alpha	JOHN	DEMANDER	rbasava@arbfile.org	3350 Buschwood Park Dr	Tampa	FL	33618
lalmengu.04513	LYN	DEMANDER	test@arbfile.org	3820 Northdale Blvd	Tampa	FL	33624
sdemand.alpha	SALLY	DEMANDER	sdemand@alpha.com				
xdemand.alpha	XENA	DEMANDER	msinha@arbfile.org	3350 Buschwood Park Dr	Tampa	FL	33618
zdemand.04513	ZACHARY	DEMANDER	bkollasch@arbfile.org	350 5th Ave	New York	NY	10118
✓ jdemand.04513	JACK1	DEMANDER1	emoser@arbfile.org	3350 Buschwood Park Dr	Tampa	FL	33618

Assignment Message

Assign Cancel

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



Contact Terms of Use Version

Assignment Complete
Demand Ownership Changed

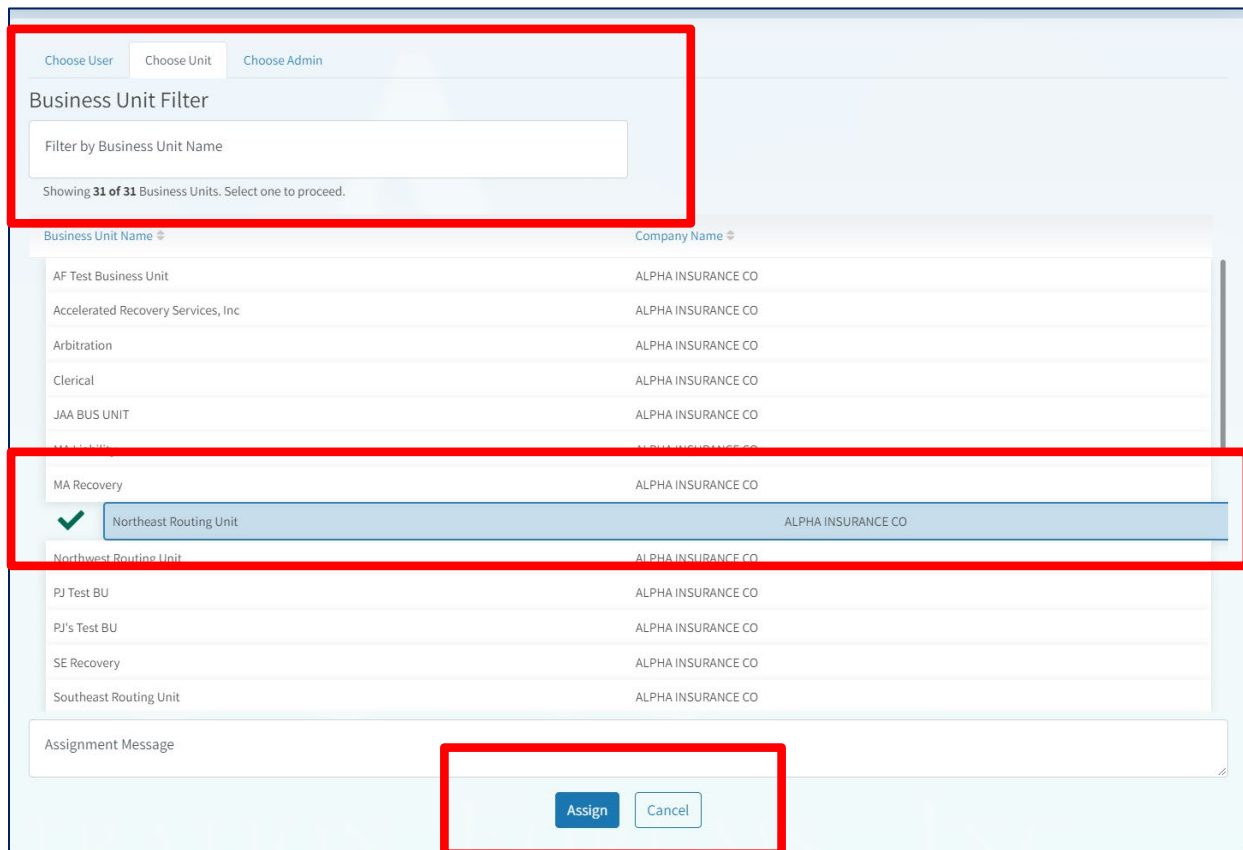
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Choose Unit Tab

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.



The screenshot displays the 'Choose Unit' tab of the software interface. At the top, there are three tabs: 'Choose User', 'Choose Unit', and 'Choose Admin'. Below these is a 'Business Unit Filter' section containing a search input field labeled 'Filter by Business Unit Name' and a status message: 'Showing 31 of 31 Business Units. Select one to proceed.' Below the filter is a table with two columns: 'Business Unit Name' and 'Company Name'. The table lists various business units, with 'Northeast Routing Unit' highlighted in blue and marked with a green checkmark. At the bottom of the interface, there is an 'Assignment Message' field and two buttons: 'Assign' and 'Cancel'.

Business Unit Name	Company Name
AF Test Business Unit	ALPHA INSURANCE CO
Accelerated Recovery Services, Inc	ALPHA INSURANCE CO
Arbitration	ALPHA INSURANCE CO
Clerical	ALPHA INSURANCE CO
JAA BUS UNIT	ALPHA INSURANCE CO
MA Recovery	ALPHA INSURANCE CO
<input checked="" type="checkbox"/> Northeast Routing Unit	ALPHA INSURANCE CO
Northwest Routing Unit	ALPHA INSURANCE CO
PJ Test BU	ALPHA INSURANCE CO
PJ's Test BU	ALPHA INSURANCE CO
SE Recovery	ALPHA INSURANCE CO
Southeast Routing Unit	ALPHA INSURANCE CO

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

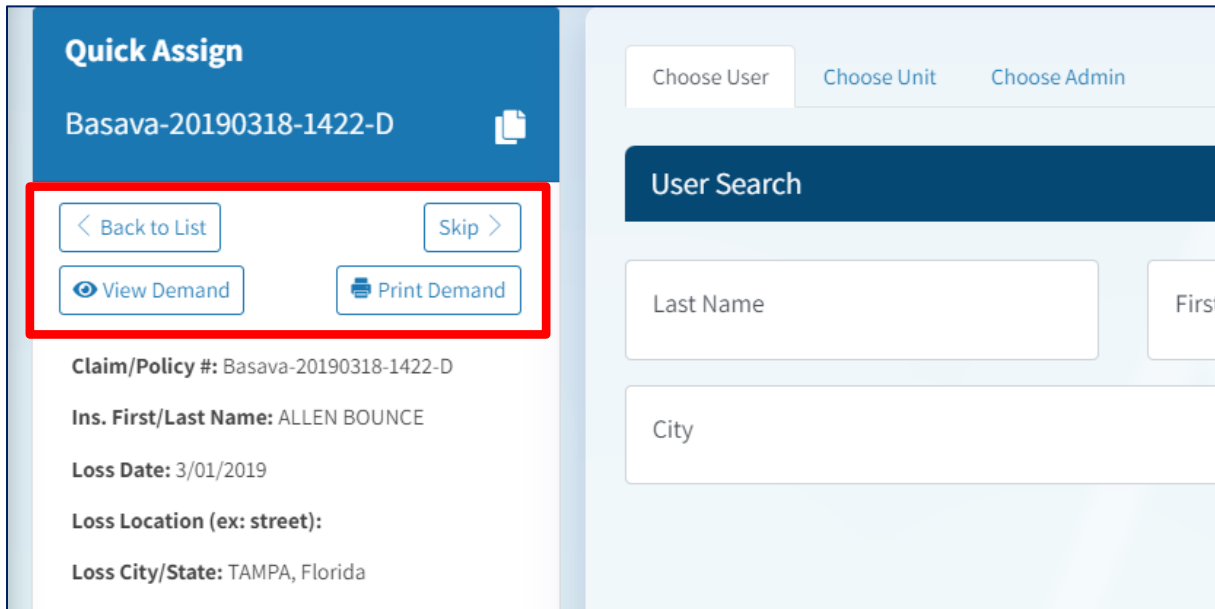
Other Actions

Back to List returns the user to their Worklist.

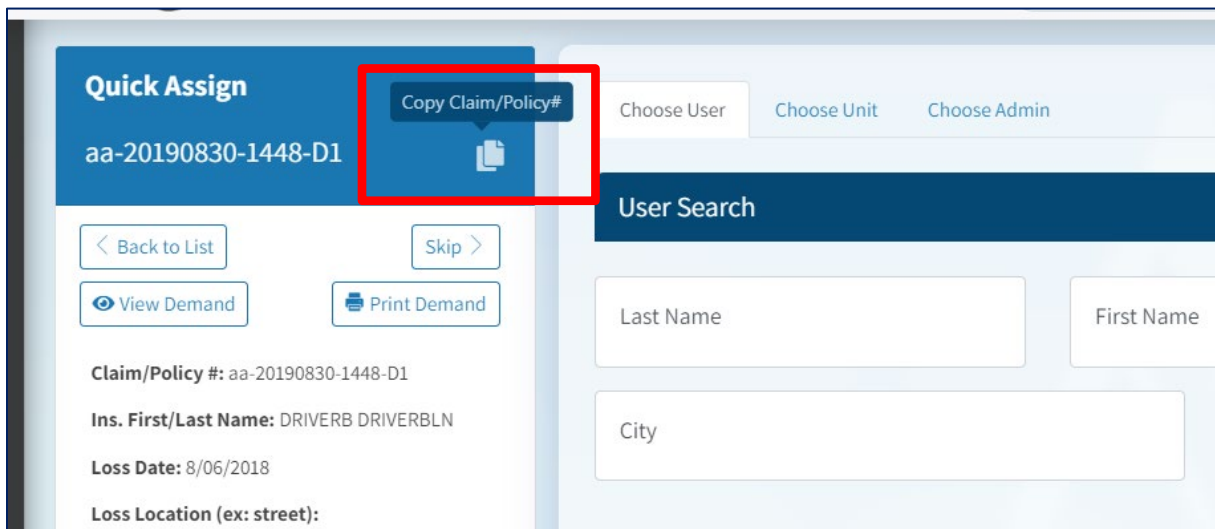
View Demand grants access to the demand for a more detailed review or to take an action.

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.

