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E-Subro Hub Batch Print Reference Guide

January 2023

Table of Contents

| | |
|-------------------------------------|---|
| Batch Print Access | 4 |
| My Arbfile Page..... | 4 |
| Home Page | 4 |
| Menu Links | 5 |
| Batch Printing Page..... | 5 |
| Select All Items on This Page | 6 |
| Check Box Option..... | 6 |
| Print Next Batch..... | 6 |
| Print # Demand(s) | 6 |
| Refresh | 6 |
| Zip Folder..... | 7 |
| Show Demands | 7 |
| Ready for Print..... | 7 |
| Printed Today..... | 7 |
| Printed Yesterday..... | 7 |
| Specify Printed Date Range | 7 |
| Select Business Units | 8 |
| View Selected Business Units..... | 9 |
| Batch Print Columns | 9 |
| PDF Icon | 9 |
| Role | 9 |
| Opposing Party..... | 9 |
| Claim Number..... | 9 |
| Action..... | 9 |
| Action Date | 9 |
| Business Unit | 9 |

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Batch Print Access

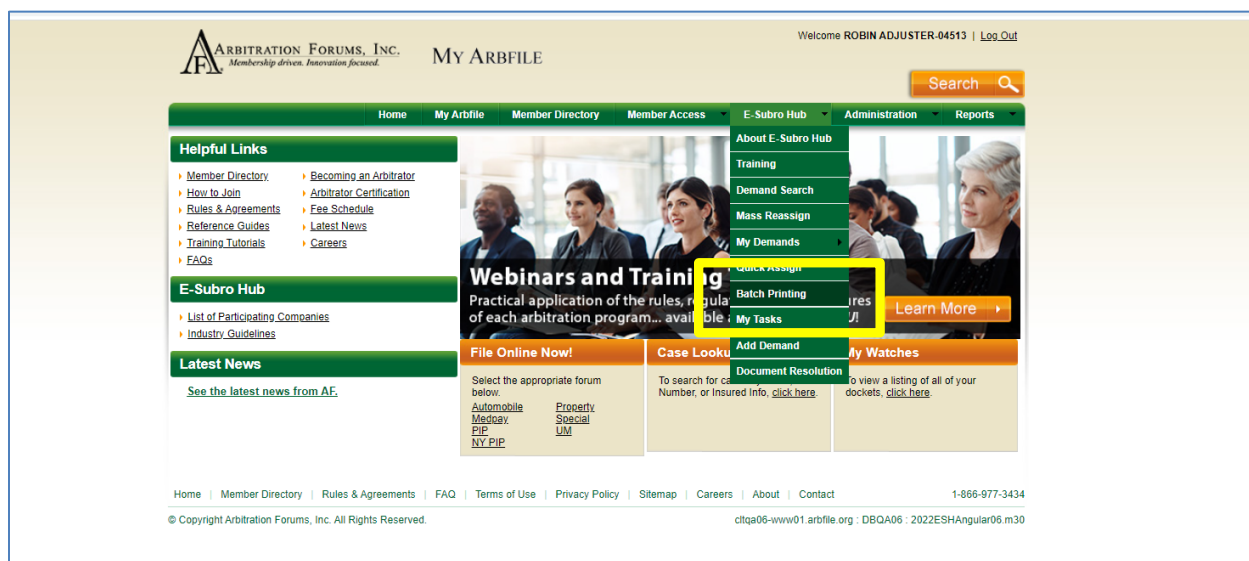
To view a “Batch Print” menu option, a privilege will need to be assigned to your user login.

Additionally, a security administrator will need to complete a specific business unit configuration for the user login in order to define the demands that will be visible to the Batch Print associate.

There are several ways to access the “Batch Print” link.

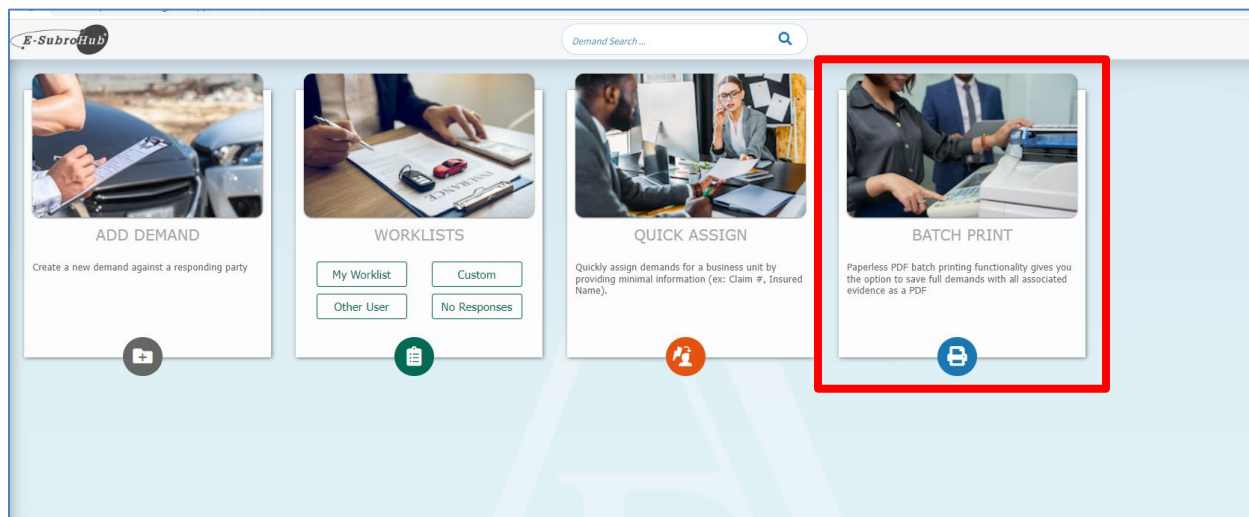
My Arbfile Page

From the “My Arbfile” page, click on the E-Subro Hub drop-down menu, then “Batch Printing.” While this is the most common path to start a Batch Print session, there are other locations on the E-Subro Hub platform to access it.



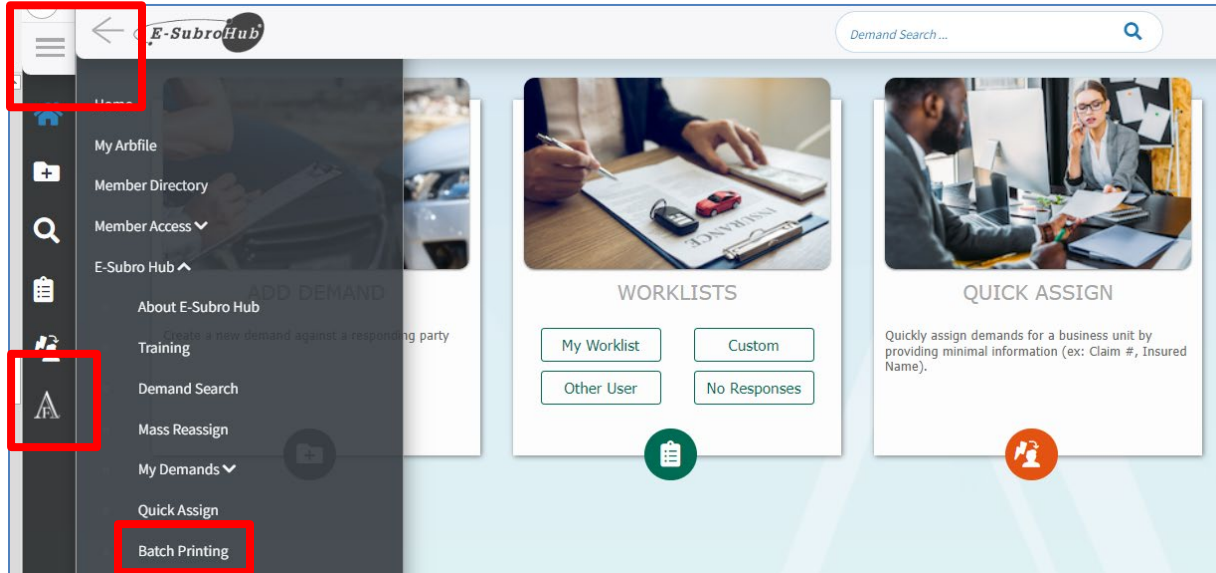
E-Subro Hub Home Page

Batch Print can be accessed from E-Subro Hub by clicking on the badge on the homepage.



Menu Links

E-Subro Hub contains menus with a link to Batch Print. The AF logo on the side menu and the “hamburger” menu at the top-left corner will open a menu tree with the “Batch Printing” option.



Batch Printing Page

The “Batch Printing” page will show actions to remove a demand from the Batch Print list and create a PDF that can be saved to a claim file or internal folder. The demands visible to the associate are dependent on the configuration created by a security administrator.

Demands on the “Batch Printing” page will remain available for up to 70 days before they are purged. It is important to remove the demands as quickly as possible.

Batch Printing - Demand Listing

Show Demands: Ready for Print

Select Business Units: View Selected Business Units 305

Print Next Batch | Print 0 Demand(s) | Refresh

Select all items on this page. Note: You may select a maximum of 10 demands to print at a time.

| | Role | Opposing Party | Claim # | Action Action Date | Business Unit |
|--------------------------|------|----------------------------|-----------------------|--|-----------------------|
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122542-R | Demand Issued Nov 4, 2022, 9:30:02 AM | AF Test Business Unit |
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122651-R | Demand Issued Nov 4, 2022, 9:30:03 AM | AF Test Business Unit |
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122605-R | Demand Issued Nov 4, 2022, 9:30:03 AM | AF Test Business Unit |
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122826-R | Demand Issued Nov 4, 2022, 9:30:03 AM | AF Test Business Unit |
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122415-R | Demand Issued Nov 4, 2022, 9:30:03 AM | AF Test Business Unit |
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122352-R | Demand Issued Nov 4, 2022, 9:30:03 AM | AF Test Business Unit |
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122408-R | Demand Issued Nov 4, 2022, 9:30:03 AM | AF Test Business Unit |
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122613-R | Demand Issued Nov 4, 2022, 9:30:04 AM | AF Test Business Unit |
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122502-R | Demand Issued Nov 4, 2022, 9:30:04 AM | AF Test Business Unit |

Print Next Batch

The “Print Next Batch” action will automatically move a number of demands to a zip folder. By default, the number of demands set by a company configuration is usually five or 10. This will always pull the next demands that are “Ready for Print” regardless of other selections and is the most common action in order to efficiently move files out of the “Batch Print” page.

Select All Items on This Page

The “Select All Items on This Page” option allows the associate to select all 10 demands on the page to be sent to a zip folder.

Check Box Option

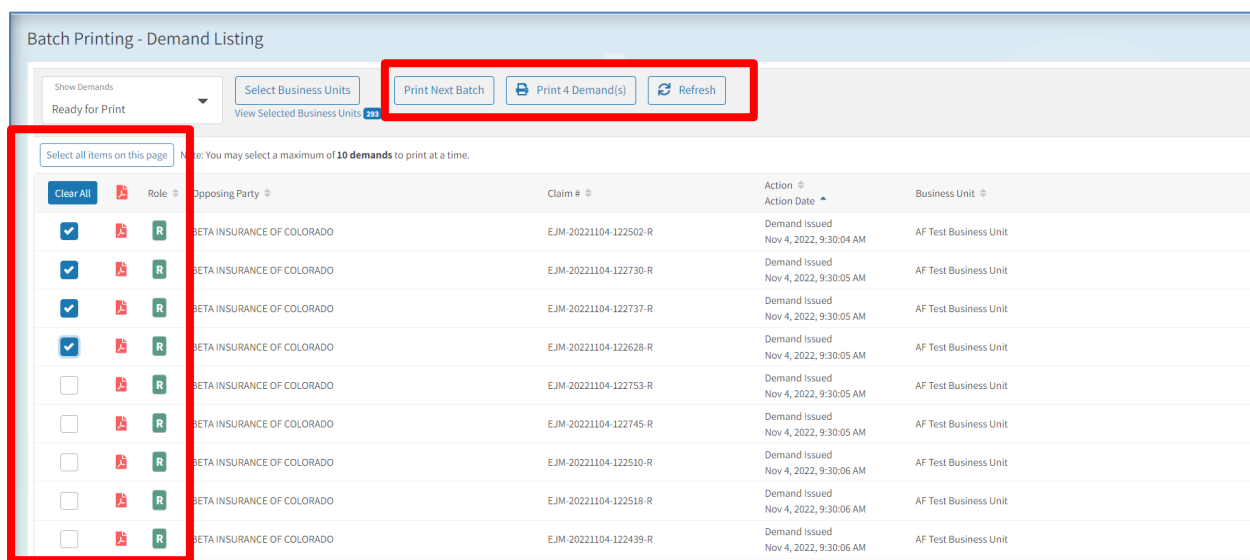
The check box option allows individual demands to be checked and sent to a zip folder. The demands can be selected from any page, but only up to 10 demands at a time.

Print # Demand(s)

The “Print # Demand(s)” action will move a number of selected demands to a zip folder. The demands are chosen individually under the check box option or with the “Select All Items on This Page” choice and is not associated with the “Print Next Batch” action.

Refresh

The “Refresh” action will update the page with additional demands that have moved to the “Batch Printing” page.



Batch Printing - Demand Listing

Show Demands: Ready for Print

Select Business Units: View Selected Business Units 3/22

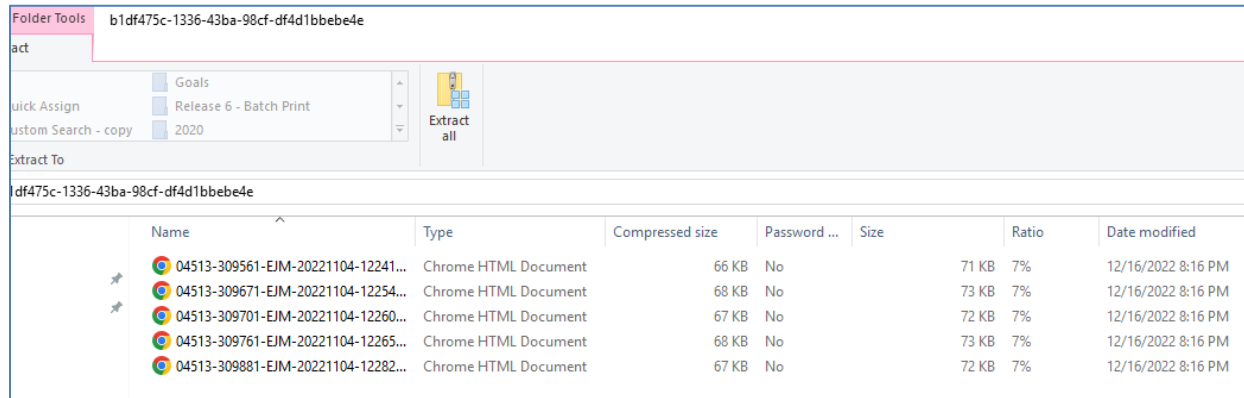
Print Next Batch | Print 4 Demand(s) | Refresh

Select all items on this page Note: You may select a maximum of 10 demands to print at a time.

| Clear All | Role | Opposing Party | Claim # | Action | Business Unit |
|-------------------------------------|------|----------------------------|-----------------------|--|-----------------------|
| <input checked="" type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122502-R | Demand Issued Nov 4, 2022, 9:30:04 AM | AF Test Business Unit |
| <input checked="" type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122730-R | Demand Issued Nov 4, 2022, 9:30:05 AM | AF Test Business Unit |
| <input checked="" type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122737-R | Demand Issued Nov 4, 2022, 9:30:05 AM | AF Test Business Unit |
| <input checked="" type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122628-R | Demand Issued Nov 4, 2022, 9:30:05 AM | AF Test Business Unit |
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122753-R | Demand Issued Nov 4, 2022, 9:30:05 AM | AF Test Business Unit |
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122745-R | Demand Issued Nov 4, 2022, 9:30:05 AM | AF Test Business Unit |
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122510-R | Demand Issued Nov 4, 2022, 9:30:06 AM | AF Test Business Unit |
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122518-R | Demand Issued Nov 4, 2022, 9:30:06 AM | AF Test Business Unit |
| <input type="checkbox"/> | R | BETA INSURANCE OF COLORADO | EJM-20221104-122439-R | Demand Issued Nov 4, 2022, 9:30:06 AM | AF Test Business Unit |

Zip Folder

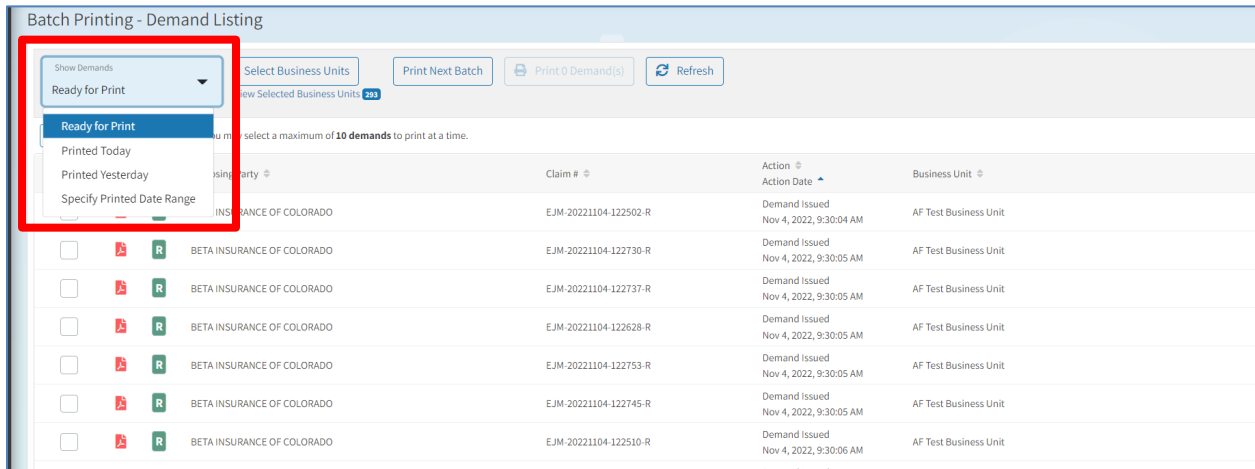
When a batch of demands is pulled off of the list, a zip folder is created with the individual PDF demand files. The PDF file name will correspond to the claim number associated with the demand for easy identification.



Show Demands

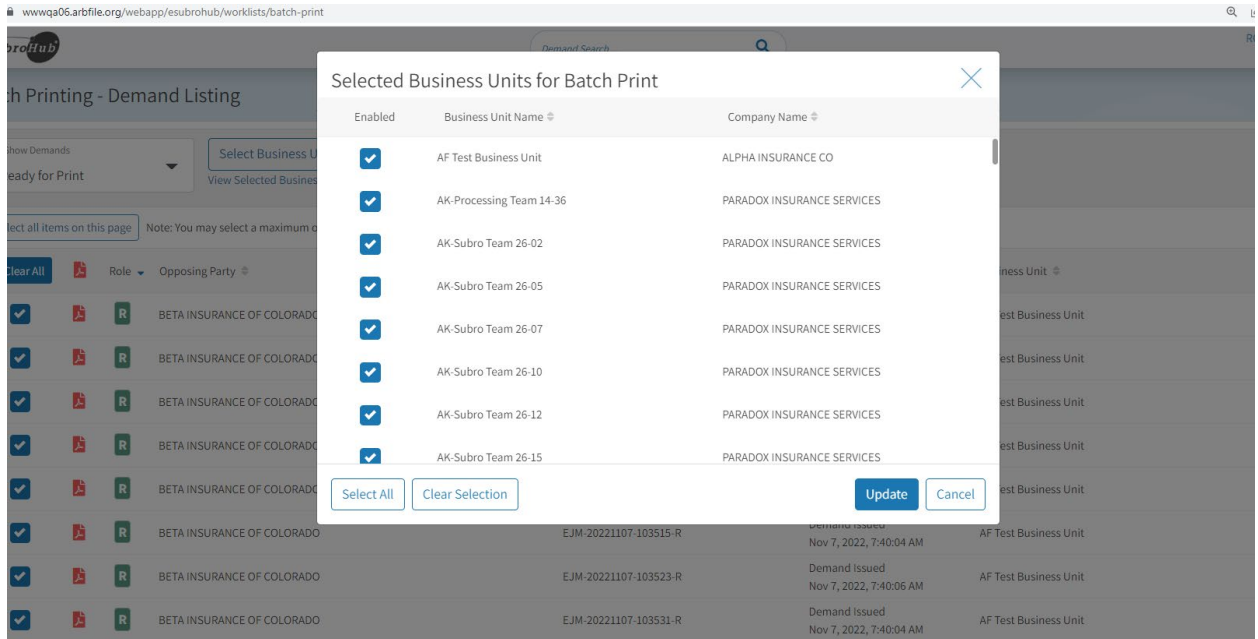
“Show Demands” provides several pre-selected lists of demands to be moved for retention. These lists would be used with “Select All Items on This Page” or the check box option for creating a batch.

- **“Ready for Print”** will show the default list of demands ready to be removed. The associate can use “Select All Items on This Page” or the check box option to select up to 10 demands from this list to print.
- **“Printed Today”** will create a copy of demands already printed for the day. Again, the associate can use “Select All Items on This Page” or the check box option to select up to 10 demands from this list to print.
- **“Printed Yesterday”** will create a copy of demands already printed the prior day. As noted, the associate can use “Select All Items on This Page” or the check box option to select up to 10 demands from this list to print.
- **“Specify Printed Date Range”** will create a copy of demands already printed in the date range. The associate can use “Select All Items on This Page” or the check box option to select up to 10 demands from this list to print. There is a limitation of 70 days from the Batch Print Action Date to view the files.

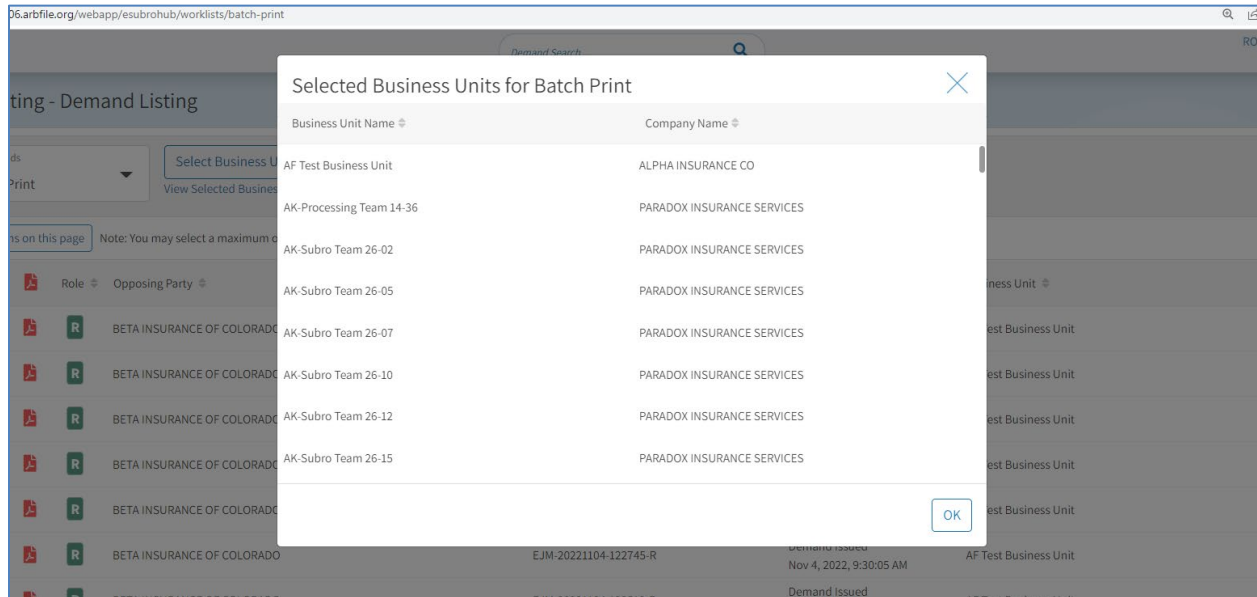


Select Business Units

“Select Business Units” allows the associate to determine which demands to view on the “Batch Print” page based on the originating business unit. The business unit configuration cannot be changed in the menu (that would need to be revised by the security administrator). The Batch Print business units do not define ownership of the demands submitted to Batch Print, only the association to the assigned user login.



“View Selected Business Units” allows the user to see the business units selected to create the list of Batch Print demands on the page.



Batch Print Columns

“Batch Print Columns” allows the associate to open a PDF icon and sort the list of demands.

- **PDF icon** allows the user to open the file as PDF.
- **Role** allows the user to sort the list by Demander or Responder.
- **Opposing Party** allows the user to sort the list alphabetically by the other party.
- **Claim #** allows the user to sort the list alpha-numerically by the claim number.
- **Action** allows the user to sort the list by the “Batch Print” trigger action.
- **Action Date** allows the user to sort the list by “Batch Print” trigger action date.
- **Business Unit** allows the user to sort the list alphabetically by originating business unit.

