



ARBITRATION FORUMS, INC.
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E-Subro Hub Add Evidence Reference Guide

October 2022

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E-Subro Hub Revised Demand Overview

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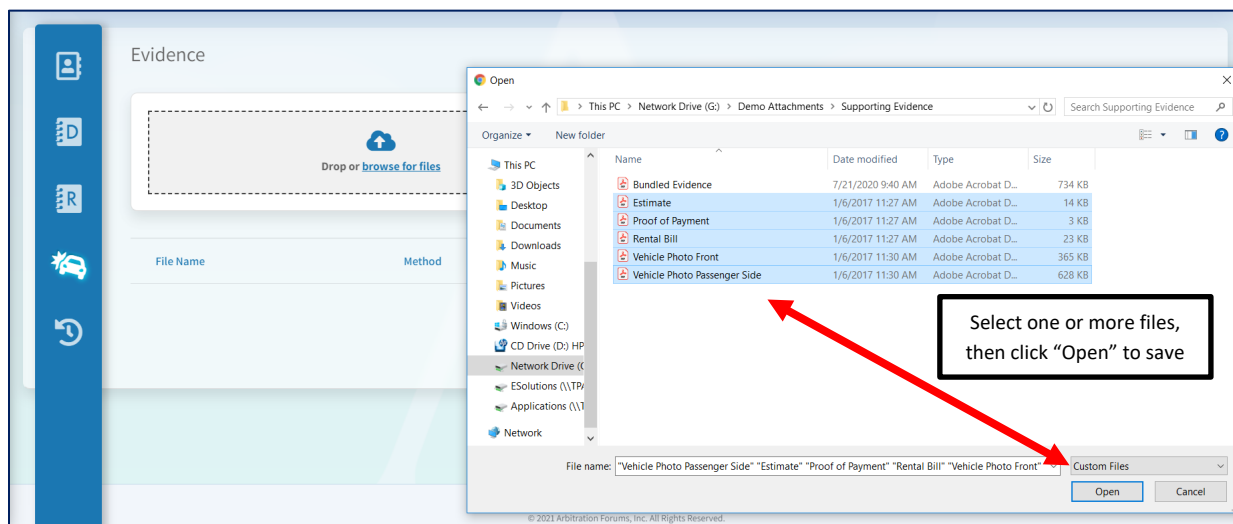
Revised: October 2022

Add Evidence – Pre-Issued Demand

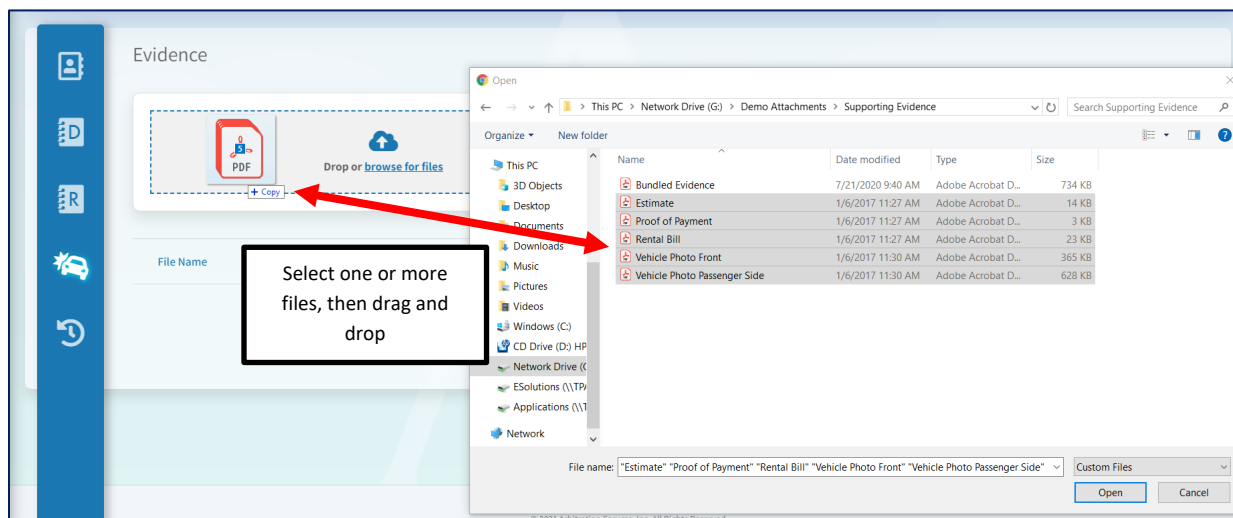
In a pre-issued demand, the Demander would add the evidence.

Evidence can be attached to the E-Subro Hub demand in several ways. AF Client and Data Integration will continue to allow users to print drive documents directly to the claim. The use of AF Client requires software deployed by the member’s technology department.

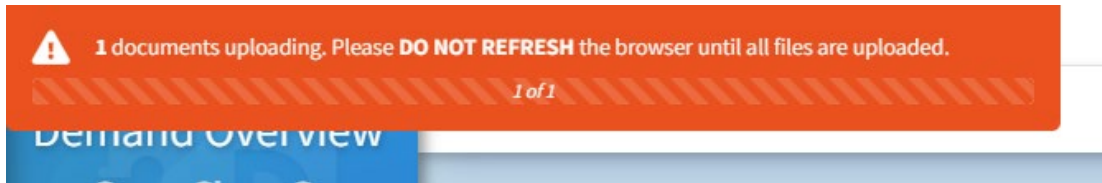
The Browse for Files functionality is a direct upload method that is available to all users. The Browse for Files process is similar to attaching a document to an email. If several evidence items are stored in a single folder, holding the CTRL button and clicking multiple files will bring them to the demand in one step.



This new page will give users the option to drag and drop a document from a folder into the Drop Box. If several evidence items are stored in a single folder, holding the CTRL button and clicking multiple files will “drag” them to the demand in one step.



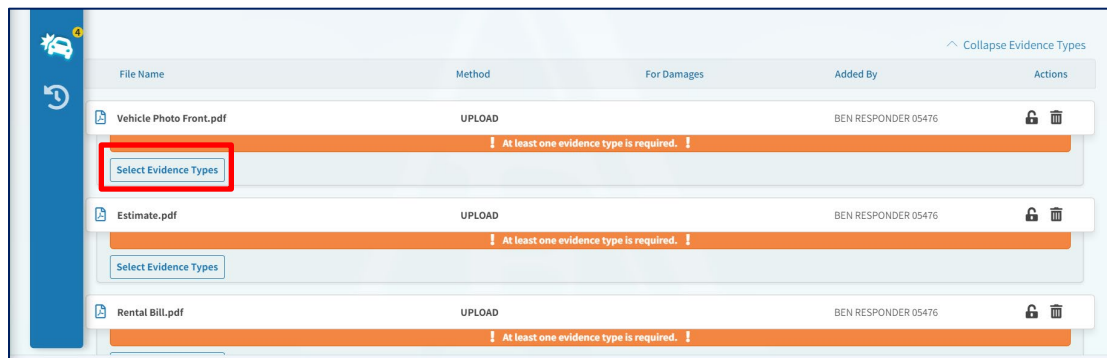
While uploading, the orange warning bar is displayed. Evidence Types can be selected while the warning is displayed.



You will receive a notification “At least one evidence type is required!” for any evidence.

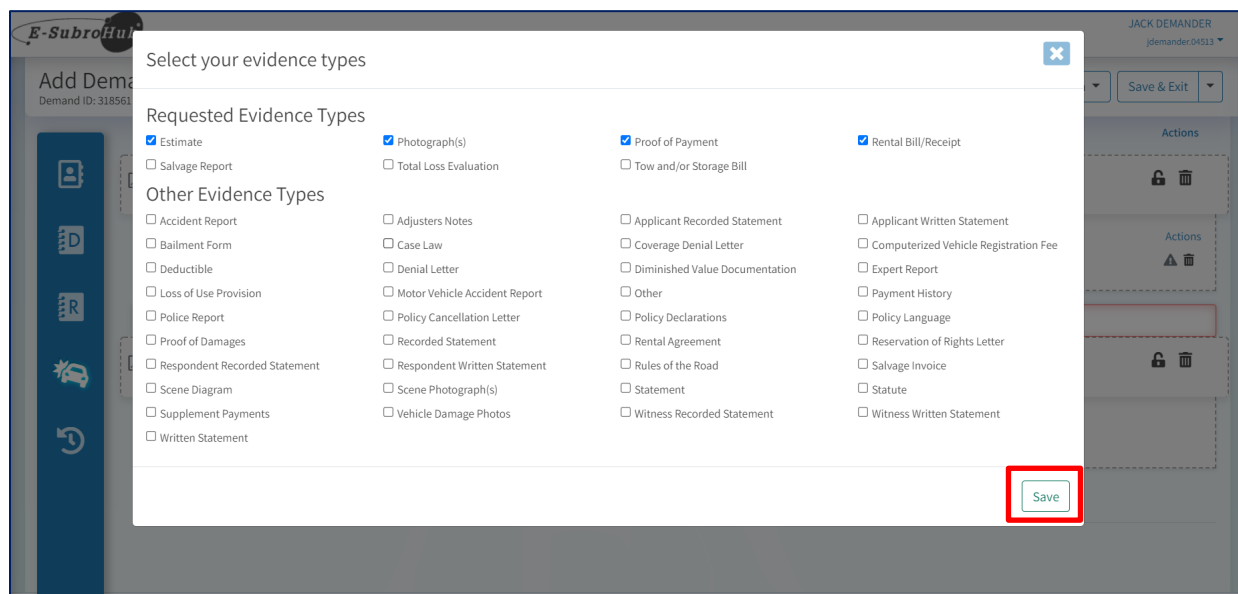
Do not proceed until this step is completed for all attached evidence.

Click “Select Evidence Type” to determine the type of evidence.



Check one or more options depending on whether the file holds a single piece of evidence or is a bundle of items. Requested Evidence Types will be listed at the top of the page.

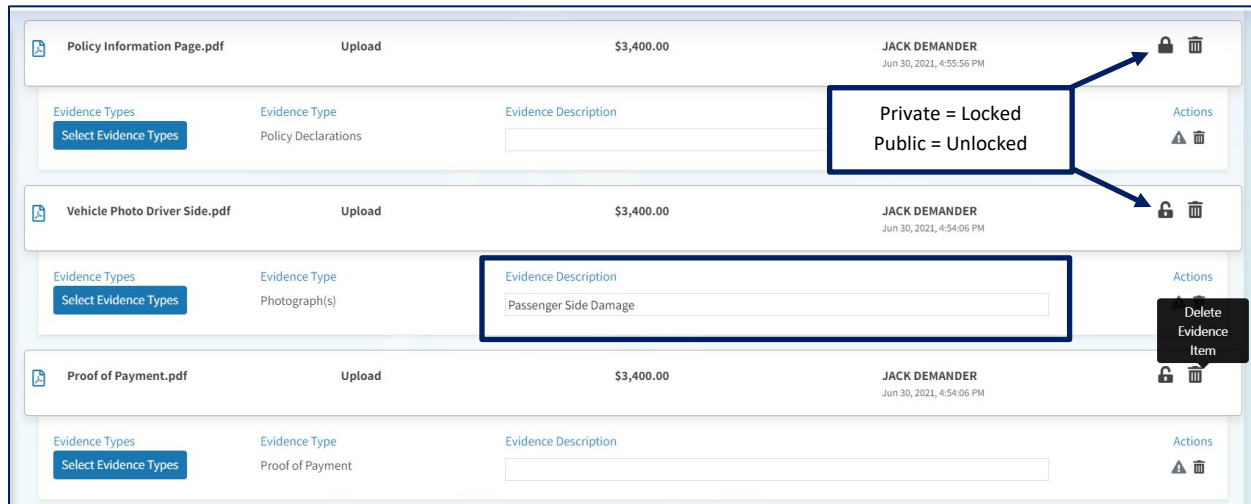
Click “Save” to complete the Evidence Type.



Click the lock icon to make a document private or public.

The Evidence Description entry can be used to provide more detail about a piece of evidence.

The trash can icon can delete a piece of evidence prior to issuance.



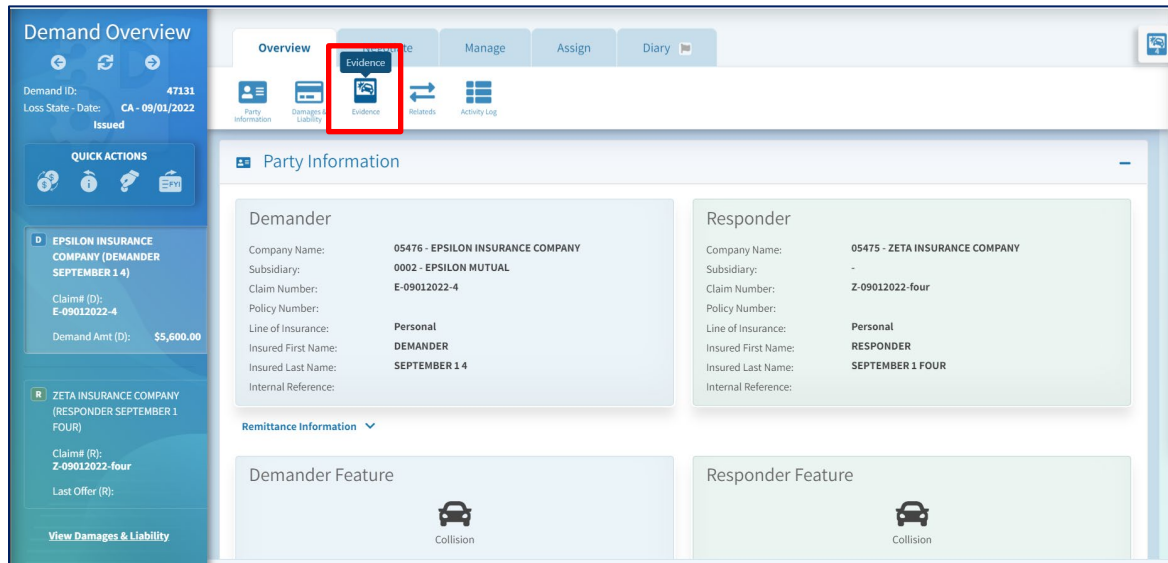
Click “Next” move to the final review page and issue demand.

Add Evidence – Issued Demand

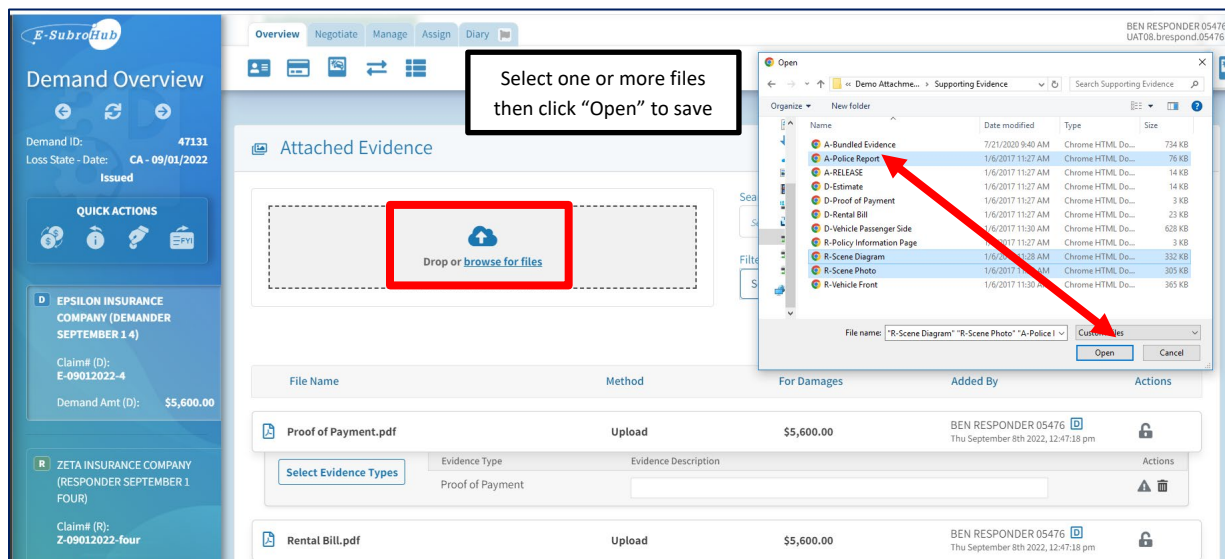
In an issued demand, a Demander or Responder can add supporting documentation.

Evidence can be attached to the E-Subro Hub demand in several ways. AF Client and Data Integration will continue to allow users to print drive documents directly to the claim. The use of AF Client requires software deployed by the member’s technology department.

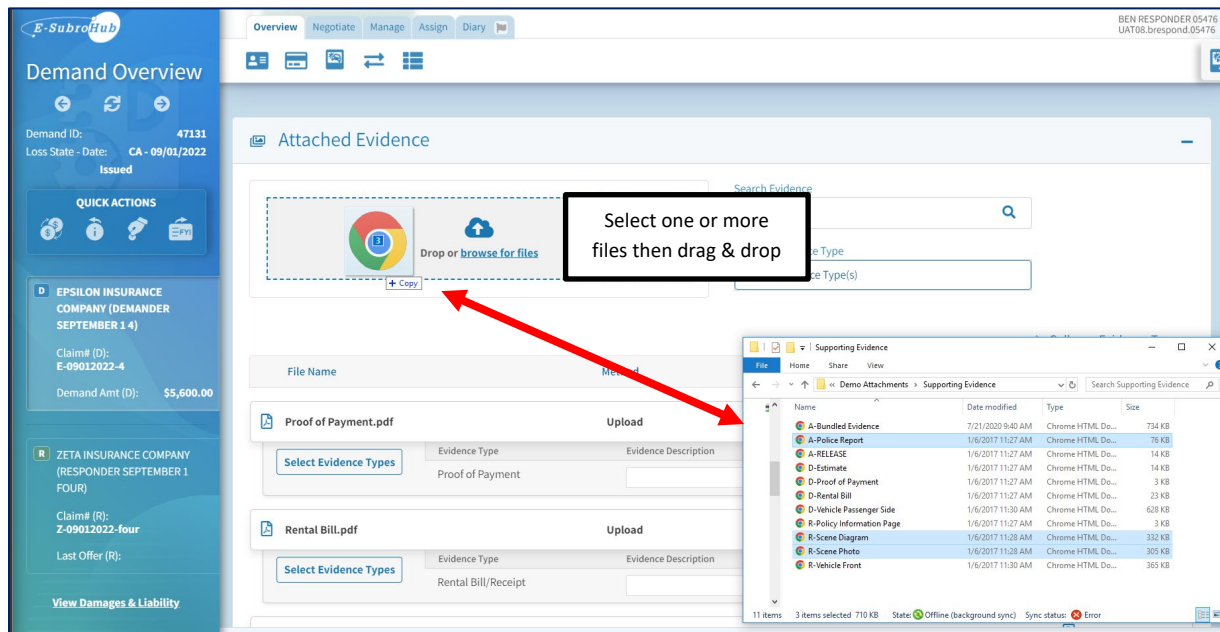
The handling user can click the Evidence icon to move to the evidence section of the Demand Overview.



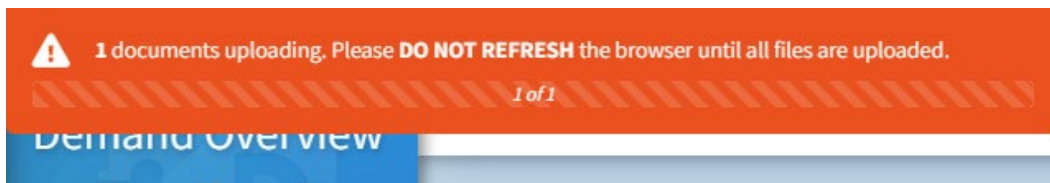
The Browse for Files functionality is a direct upload method that is available to all users. The Browse for Files process is similar to attaching a document to an email. If several evidence items are stored in a single folder, holding the CTRL button and clicking multiple files will bring them to the demand in one step.



This new page will give associates the option to drag and drop a document from a folder into the Drop Box. If several evidence items are stored in a single folder, holding the CTRL button and clicking multiple files will “drag” them to the demand in one step.



While uploading the orange warning bar is displayed. Evidence Types can be selected while the warning is displayed

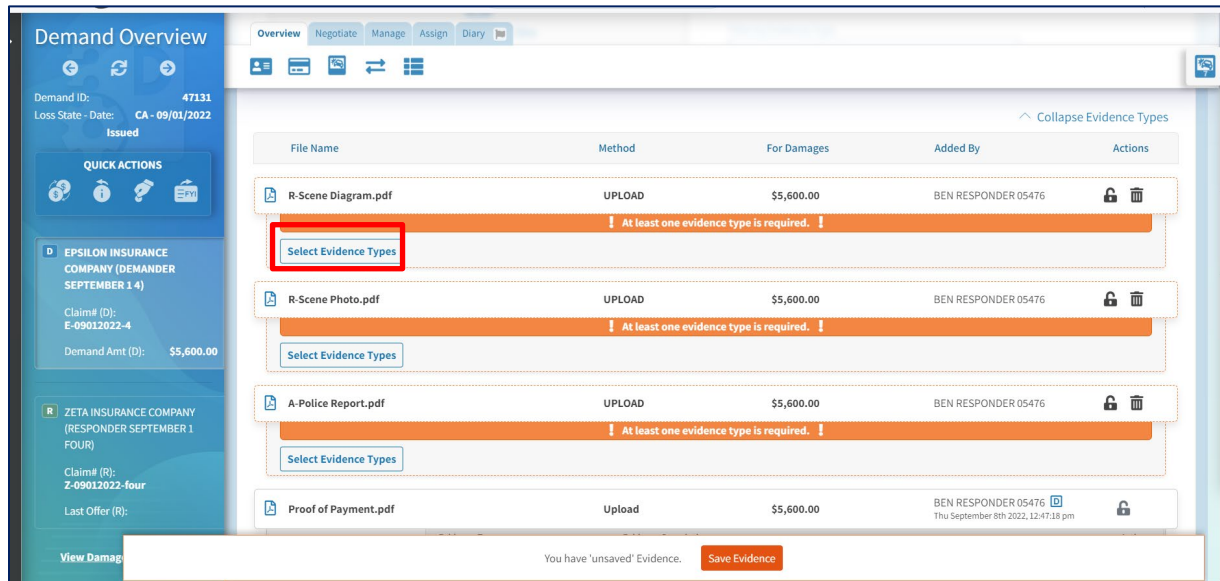


You will receive a notification “At least one evidence type is required!” for any evidence.

Do not proceed until this step is completed for all attached evidence.

Do not click “save evidence” until all actions are completed.

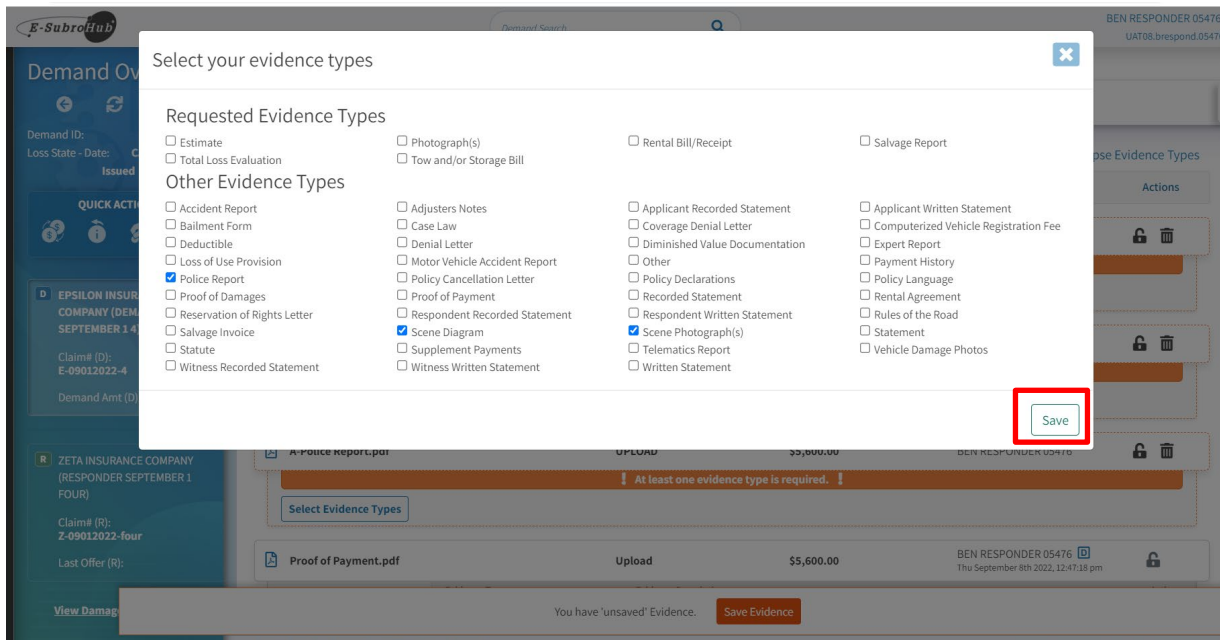
Click “Select Evidence Types” to determine the type of evidence.



Check one or more options depending on whether the file holds a single piece of evidence or is a bundle of items.

Requested Evidence Types will be listed at the top of the page for easy identification.

Click “Save” to complete the Evidence Type.

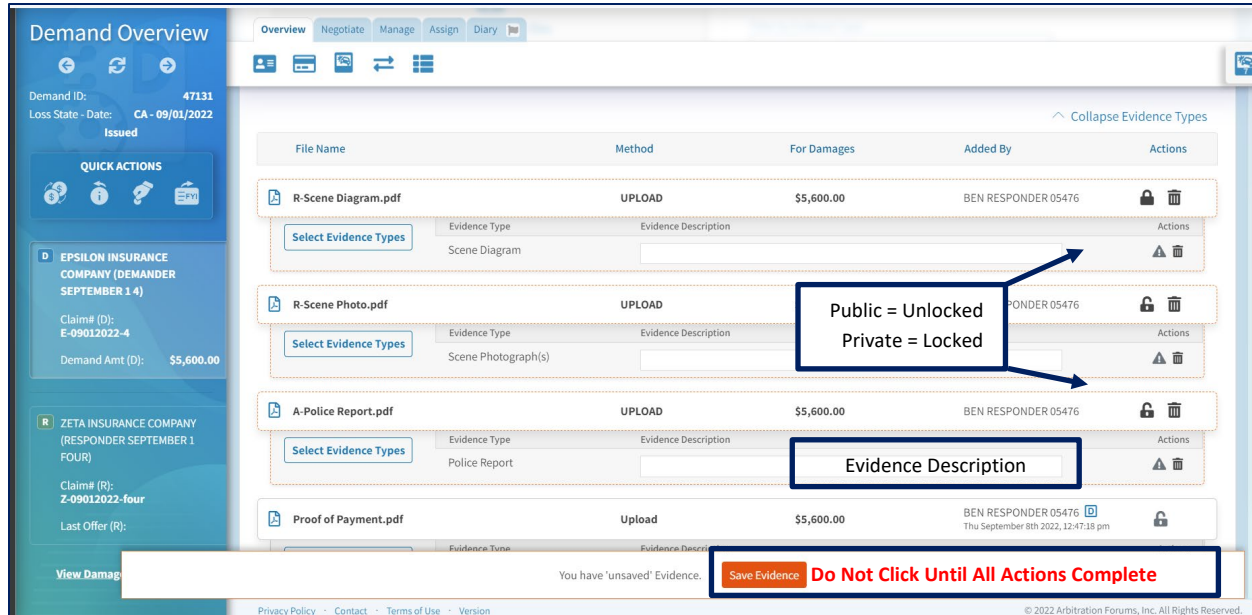


Click the lock icon to make a document private or public.

The Evidence Description entry can be used to provide more detail about a piece of evidence.

The trash can icon can delete a piece of evidence prior to saving the evidence.

Please note that the “Save Evidence” box is active, but should not be clicked until all evidence actions are complete (Select Evidence Type, Enter Description, Select Damage Association, Private, or Public).



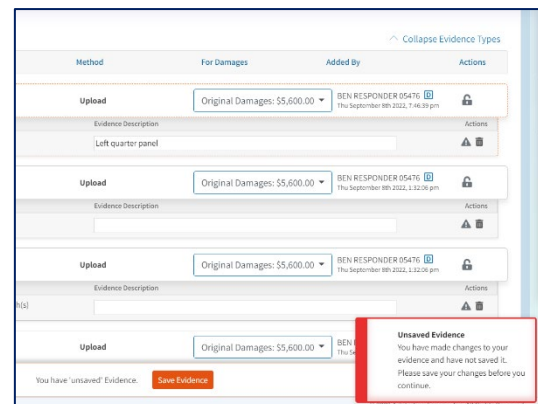
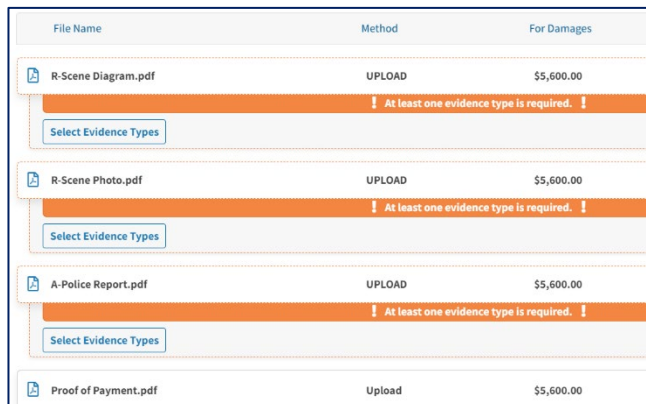
Add Evidence – Troubleshooting

Notification: “At least one evidence type is required!” ribbon across the page

- **To Resolve:** Click “Select Evidence Types” to determine and save the type of evidence.

Notification: Unsaved changes to the evidence

- **To Resolve:** Confirm “Save Evidence” button is clicked when making a changes to evidence.



Notification: Validation warning to associate damages

- **To Resolve:** This would occur when there is a supplement to damages and the evidence needs to be associated to the correct damage entry. Click the “For Damages” menu and select the correct damage entry.

Notification: Validation warning to associate a type of evidence.

- **To Resolve:** Click “Select Evidence Types” to determine the type of evidence.

