



AMERICAN ARBITRATION ASSOCIATION®

**New York Insurance Case Management Center**

**ADR CENTER**

**DASHBOARD: REFERENCE GUIDE**

Updated December 4, 2015

When logged into ADR Center, from the user's homepage, a new DASHBOARD tab will now be available. Click on the tab to access the DASHBOARD section.

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Case actions

	CASE NUMBER	APPLICANT ATTORNEY	ASSIGNEE	INJURED PARTY	CARRIER ATTORNEY	CARRIER	STATUS	AMOUNT IN DISPUTE	FILING DATE	ARBITRATOR	HEARING DATE/TIME
<input type="checkbox"/>	17-14-7777-7777	Pluto & Mars, PC	Milky Way Medical	John Smith		Earth Insurance Company	2.d. Post hearing brief requested	\$ 311.75	06/18/2014	Joseph O'Brien	
<input type="checkbox"/>	41-14-4444-5555	Pluto & Mars, PC	Milky Way Medical	Jane Doe		Earth Insurance Company	1.d. Past 30 days	\$ 431.20	01/14/2015		
<input type="checkbox"/>	41-14-4444-5566	Pluto & Mars, PC	Milky Way Medical	Jane Doe		Earth Insurance Company	1.d. Past 30 days	\$ 1,716.37	01/14/2015		
<input type="checkbox"/>	41-15-3333-4777	Pluto & Mars, PC	Milky Way Medical	Ben Franklin		Earth Insurance Company	1.d. Past 30 days	\$ 509.95	01/14/2015		
<input type="checkbox"/>	41-15-4444-3333	Pluto & Mars, PC	Milky Way Medical	Maria Smith	Stars Law Firm	Jupiter Insurance	1.d. Past 30 days	\$ 513.34	01/21/2015		



In the DASHBOARD tab, users will have access to a list of categories to select (*see Page 8 for a breakdown of the DASHBOARD CATERGORIES GLOSSARY*). These categories serve as “pre-filters” to ADR Center’s cases grid in the user homepage. Select a category by clicking on the hyperlink of that particular category. The numbers next to each category represent how many cases there are for that category.

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<a href="#">Waiting for first time hearing</a>	(14)	<a href="#">Hearings in next 7 days</a>	(49)	<a href="#">Filed in last 7 days</a>	(14)
<a href="#">Awarded in last 30 days</a>	(5)	<a href="#">Master Appeal awarded in last 30 days</a>	(1)	<a href="#">Carrier responses due in next 10 days</a>	(49)
<a href="#">Carrier responses past due</a>	(606)	<a href="#">Master Appeal filed in last 30 days</a>	(1)	<a href="#">Settlement Offers accepted in last 7 days</a>	(5)
<a href="#">Pending Settlement Offers</a>	(5)				

Once the DASHBOARD category is selected, ADR Center will filter the cases grid based on the criteria for that category. The category the user selected will be indicated at the top of the cases grid. Additionally, the columns of the cases grid will update to show relevant information based on the category selected.

	CASE NUMBER	APPLICANT ATTORNEY	ASSIGNEE	INJURED PARTY	CARRIER ATTORNEY	CARRIER	STATUS	AMOUNT IN DISPUTE	FILING DATE	ARBITRATOR	HEARING DATE/TIME
<input type="checkbox"/>	17-14-7777-7777	Pluto & Mars, PC	Milky Way Medical	John Smith		Earth Insurance Company	2.d. Post hearing brief requested	\$ 311.75	06/18/2014	Elyse Balzer	07/15/2015 11:00 AM
<input type="checkbox"/>	41-14-4444-5555	Pluto & Mars, PC	Milky Way Medical	Jane Doe		Earth Insurance Company	1.d. Past 30 days	\$ 431.20	01/14/2015	Elyse Balzer	07/15/2015 11:15 AM
<input type="checkbox"/>	41-14-4444-5566	Pluto & Mars, PC	Milky Way Medical	Jane Doe		Earth Insurance Company	1.d. Past 30 days	\$ 1,716.37	01/14/2015	Joseph O'Brien	07/15/2015 11:00 AM
<input type="checkbox"/>	41-15-3333-4777	Pluto & Mars, PC	Milky Way Medical	Ben Franklin		Earth Insurance Company	1.d. Past 30 days	\$ 509.95	01/14/2015	Joseph O'Brien	07/15/2015 11:15 AM
<input type="checkbox"/>	41-15-4444-3333	Pluto & Mars, PC	Milky Way Medical	Maria Smith	Stars Law Frim	Jupiter Insurance	1.d. Past 30 days	\$ 513.34	01/21/2015	Stacy Presser	07/16/2015 1:00 PM
<input type="checkbox"/>	41-15-2222-2222	Pluto & Mars, PC	Milky Way Medical	Mona Lisa	Stars Law Frim	Jupiter Insurance	1.a. Case initiated	\$ 449.95	01/21/2015	Stacy Presser	07/16/2015 1:30 PM



Users will still have to ability apply any additional filters on top of the DASHBOARD category selected, from the filter tab.

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Case actions   Hearings in next 7 days

	CASE NUMBER	APPLICANT ATTORNEY	ASSIGNEE	INJURED PARTY	CARRIER ATTORNEY	CARRIER	STATUS	AMOUNT IN DISPUTE	FILING DATE	ARBITRATOR	HEARING DATE/TIME
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Case Number



When accessing a case record through the DASHBOARD category, clicking “Back to list” or back on your web browser (i.e. Internet Explorer, Google Chrome, etc.) will take the user back to the cases grid.

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## Milky Way Medical / John Smith vs. Earth Insurance Company

<b>Case:</b> 17-15-4444-2222	Injured Party: John Smith	Carrier: Earth Insurance Company	<b>Related cases:</b>
<b>Phase:</b> 2 - Arbitration	Party:	Rep:	Linked: 1
<b>Status:</b> 2.b.Hearing Scheduled	Applicant: Milky Way Medical	Arbitrator: John Arbitrator	Carrier Response Due: 09/05/2014
	Attorney: Pluto & Mars, PC	Hearing: 05/15/2015 11:00 AM	

Timeline View Document View AR - 1

Tasks (0) Actions

However, the cases grid will retain the DASHBOARD category that was selected.

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Case actions Hearings in next 7 days

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To reset the DASHBOARD category and revert back to the default view of the cases grid where no filters are applied, simply click “X” next to the category name.

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Case actions Hearings in next 7 days X

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# DASHBOARD CATEGORIES GLOSSARY

CATEGORY NAME	RESULTS WHEN SELECTED
<b>Waiting for first time hearing</b>	All active cases in the Arbitration phase that have never had a hearing scheduled to date; the results are sorted by escalation date from oldest to most recent.
<b>Hearings in next 7 days</b>	All cases in which the hearing date is 7 days or less from the current date; the results are sorted by closest hearing DATE, ARBITRATOR NAME, then earliest hearing TIME.
<b>Filed in last 7 days</b>	All cases filed (or reset) within the last 7 days; the results are sorted by most recent file date to oldest.
<b>Awarded in last 30 days</b>	All cases in which an award of any type has been issued within the past 30 days; the results are sorted by most recently awarded to the oldest award.
<b>Master Appeal awarded in last 30 days</b>	Master Appeals that have been Awarded in last 30 days.
<b>Carrier responses due in next 10 days</b>	All cases in the Conciliation phase in which Carrier Response Due Date is due in 10 days (or less) from the current date AND there is no "DEFENSE/ORIGINAL DOCUMENT ORDER RESPONDENT" document in the electronic case file ; sorted by closest due date to furthest due date.
<b>Carrier responses past due</b>	All cases in Conciliation where the Carrier Response Due Date has passed AND there is no DEFENSE/ORIGINAL DOCUMENT ORDER RESPONDENT in file; the results are sorted by earliest due date to latest due date.
<b>Master Appeal filed in last 30 days</b>	All cases where the master appeal process was initiated in the last 30 days, newest to oldest.
<b>Settlement Offers accepted in the last 7 days</b>	All cases in which settlement offers have been accepted within the last 7 days.
<b>Pending Settlement Offers</b>	All cases in which settlement offers were made by you and are awaiting a response from the other party.

