



AMERICAN ARBITRATION ASSOCIATION®

REVIEWING A MESSAGE



REVIEWING A MESSAGE

As with all tasks, you can filter your cases grid by the **REVIEW MESSAGE** task and then select the case you would like to access.

AMERICAN ARBITRATION ASSOCIATION[®]
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Dashboard Tasks Calendar

Case actions

Tasks

- Review Message (1)

AAA Case Number ✕

AAA Legacy Case Number ✕

Insurer Claim Number ✕

Applicant File Number ✕

FILTERS

- Applicant Attorney +
- Assignee +
- Injured Party +
- Carrier Attorney +
- TPA +

	CASE NUMBER	APPLICANT ATTORNEY	ASSIGNEE	INJURED PARTY	CARRIER ATTORNEY	TPA
<input type="checkbox"/>	41-18-1089-6329	Test & Test Law Firm (CA)	Test Medical P.C.	Test Test	Testy Law Firm	Testing Administrati Services

REVIEWING A MESSAGE

Once a case record has been selected, access the task by going to the **TASKS** menu.

Test Medical P.C. / Test Test vs. Testing Insurance Company

Case: 41-18-1089-6329	Applicant Attorney: Test & Test Law Firm (CA)	Related cases: Linked: 0 Matched: 0 Carrier Response Due: 05/14/2018
Phase: 1 - Conciliation	Injured Party(ies): Test Test	
Status: 1.e. Past 60 days	Medical Provider(s): Test Medical P.C.	
ADR Center Team 1	Respondent Attorney: Test Case Law Firm (RA)	
Phone: (646) 663-3461	TPA: Testing Administrative Services	
Email: ADRCenterTeam1@adr.org	Carrier: Testing Insurance Company	

Date of Accident: 10/20/2016	Arbitrator:
Amount in Dispute: \$1,040.00	Hearings:
Dates of Service: 12/01/2016 - 05/04/2017	
Insurer claim No. 332423453R54	
Applicant File No. N/A	

Timeline View | Document View | AR - 1

Tasks (1) | Actions

06/28/2018, Test & Test Law Firm (CA) (Test Law) sent a message to the Respondent

REVIEWING A MESSAGE

Then select **REVIEW MESSAGE.**

The screenshot displays a case management interface with the following details:

- Case:** 41-18-1089-6329
- Phase:** 1 - Conciliation
- Status:** 1.e. Past 60 days
- ADR Center Team 1:** (646) 663-3461, ADRCenterTeam1@adr.org
- Applicant Attorney:** Test & Test Law Firm (CA)
- Injured Party(ies):** Test Test
- Medical Provider(s):** Test Medical P.C.
- Respondent Attorney:** Test Case Law Firm (RA)
- TPA:** Testing Administrative Services
- Carrier:** Testing Insurance Company
- Related cases:** Linked: 0, Matched: 0, Carrier Response Due: 05/14/2018
- Date of Accident:** 10/20/2016
- Amount in Dispute:** \$1,040.00
- Dates of Service:** 12/01/2016 - 05/04/2017
- Insurer claim No.:** 332423453R54
- Applicant File No.:** N/A
- Arbitrator:**
- Hearings:**

The interface includes a navigation bar with 'Timeline View' (selected), 'Document View', and 'AR - 1'. A message timeline shows:

- 07/02/2018, Test & Test Law Firm (CA) (Test Law) sent a message to the Respondent
- 06/29/2018, AAA (System) sent Message notification to Test Case Law Firm (RA)
- 06/28/2018, Test & Test Law Firm (CA) (Test Law) sent a message to the Respondent

The text 'TEST TEST TEST' is visible at the bottom of the timeline. A red box highlights the 'Actions' dropdown menu, which contains two 'Review Message' options.

REVIEWING A MESSAGE

You will receive a pop-up window displaying the message. Once you're finished reviewing the message, click **SUBMIT** to complete task.

The screenshot shows a web application interface for reviewing a message. A pop-up window titled "Review Message" is centered on the screen, containing a text input field with the text "TEST TEST TEST" and two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red border. The background interface displays case details for Case 41-18-1089-6329, including Phase 1, Status 1.e.F, and Applicant Attorney Test & Test Law Firm (CA). A timeline at the bottom shows three entries: 07/02/2018, 06/29/2018, and 06/28/2018, all related to messages sent by Test & Test Law Firm (CA) to the Respondent.

Case:	41-18-1089-6329	Applicant Attorney:	Test & Test Law Firm (CA)	Related cases:
Phase:	1			Linked: 0
Status:	1.e.F			Matched: 0
ADR Center Team 1				Carrier Response Due:
Phone:	(646)			05/14/2018
Email:	ADR			
Date of Accident:	10/20	Hearings:		
Amount in Dispute:	\$1,040.00			
Dates of Service:	12/01/2016 - 05/04/2017			
Insurer claim No.	332423453R54			
Applicant File No.	N/A			

Timeline View | Document View | AR - 1 | Tasks (2) | Actions

- 07/02/2018, Test & Test Law Firm (CA) (Test Law) sent a message to the Respondent
- 06/29/2018, AAA (System) sent Message notification to Test Case Law Firm (RA)
- 06/28/2018, Test & Test Law Firm (CA) (Test Law) sent a message to the Respondent

REVIEWING A MESSAGE

The task now is completed and will no longer appear in the task section

The screenshot displays a web application interface for reviewing a message. A dark grey notification bar at the top center contains a green checkmark and the text "Review Message updated successfully" with a close button (X). Below this, a white dialog box titled "Review Message" is open. The dialog shows the message content: "TEST TEST TEST". It includes a "Cancel" button and a yellow "Submit" button. The background interface shows case details: Phase: 1 - Conciliation, Status: 1.e. Past, Injured Party(ies): Test Test, Respondent Attorney: Test Case Law Firm (RA), Date of Accident: 10/20, Amount in Dispute: \$1,04, Dates of Service: 12/01, Insurer claim No.: 3324, and Applicant File No.: N/A. At the bottom, a timeline view shows two entries: "07/09/2018, Test & Test Law Firm (CA) (Test Law) sent a message to the Respondent" and "07/03/2018, AAA (System) sent Message notification to Test Case Law Firm (RA)".

REVIEWING A MESSAGE

Please note that the message is always viewable in the Timeline View Tab and can be viewed at a later time.

The screenshot displays a case management interface with the following details:

Case: 41-18-1089-6329	Applicant Attorney: Test & Test Law Firm (CA)	Related cases:
Phase: 1 - Conciliation	Injured Party(ies): Test Test	Linked: 0
Status: 1.e. Past 60 days	Medical Provider(s): Test Medical P.C.	Matched: 0
ADR Center Team 1	Respondent Attorney: Test Case Law Firm (RA)	Carrier Response Due: 05/14/2018
Phone: (646) 663-3461	TPA: Testing Administrative Services	
Email: ADRCenterTeam1@adr.org	Carrier: Testing Insurance Company	

Date of Accident: 10/20/2016	Arbitrator:
Amount in Dispute: \$1,040.00	Hearings:
Dates of Service: 12/01/2016 - 05/04/2017	
Insurer claim No. 332423453R54	
Applicant File No. N/A	

Navigation tabs: **Timeline View** (selected), Document View, AR - 1

Tasks (3) Actions

1 07/09/2018, Test & Test Law Firm (CA) (Test Law) sent a message to the Respondent
Please advise if you accept the settlement offer.

2 07/09/2018, Test Case Law Firm (RA) (Test RespAtt1) completed review of online message received on 06/28/2018 from Test & Test Law Firm (CA) (Test Law)



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