



AMERICAN ARBITRATION ASSOCIATION®

UPLOADING AND VIEWING A DOCUMENT



UPLOADING AND VIEWING A DOCUMENT

Within any case record, click on the **Document View** tab.

The screenshot shows a case record interface with the following details:

- Case:** 41-18-1089-6329
- Phase:** 1 - Conciliation
- Status:** 1.e. Past 60 days
- ADR Center Team 1**
- Phone:** (646) 663-3461
- Email:** 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:**

A red arrow points to the **Document View** tab in the navigation bar. Below the navigation bar is a table with the following data:

SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Ar-1 (arbitration Request)	1		X
	Notification - Applicant Law Firm for a Case	0		X

UPLOADING AND VIEWING A DOCUMENT

Once in the Document View Tab, hover your mouse over the **ACTIONS** menu

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**
- Phone:** (646) 663-3461
- Email:** 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:**

Navigation tabs include Timeline View, Document View (selected), and AR - 1. A Filter dropdown and an Actions dropdown (highlighted with a red box) are visible. Below the tabs is a table of documents:

SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Ar-1 (arbitration Request)	1		X
	Notification - Assign Law Firm for a Case	0		X

UPLOADING AND VIEWING A DOCUMENT

Select Upload Document.

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

- Phase:** 1 - Conciliation
- Status:** 1.e. Past 60 days
- Injured Party(ies):** Test Test
- Medical Provider(s):** Test Medical P.C.
- Respondent Attorney:** Test Case Law Firm (RA)
- ADR Center Team 1**
- Phone:** (646) 663-3461
- TPA:** Testing Administrative Services
- Carrier:** Testing Insurance Company
- Linked:** 0
- Matched:** 0
- Carrier Response Due:** 05/14/2018
- Email:** ADRCenterTeam1@adr.org
- 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 include Timeline View, Document View (selected), and AR - 1. A red arrow points to a dropdown menu with the following options:

- Print Fax and Scan Cover Sheet
- Upload Document

SOURCE	DOCUMENT TYPE		
AAA	Ar-1 (arbitration Request)	1	X
	Notification - Appoint LawFirm for a Case	2	X
	Notification - Defense File Reminder	4	X

UPLOADING AND VIEWING A DOCUMENT

Select the document type that applies.

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

Case: 41-18-1089-6329 Applicant Attorney: Test & Test Law Firm (CA)

Phase: 1

Status: 1.e. F

ADR Center Team 1

Phone: (646)

Email: ADRI

Date of Accident: 10/20

Amount in Dispute: \$1,04

Dates of Service: 12/01

Insurer claim No. 3324

Applicant File No. N/A

Related cases:
Linked: 0
Matched: 0
Carrier Response Due: 05/14/2018

Upload a Document
41-18-1089-6329: Test Medical P.C. / Test Test vs. Testing Insurance Company

Select the document type

- Supplemental Submission
- Settlement Agreement

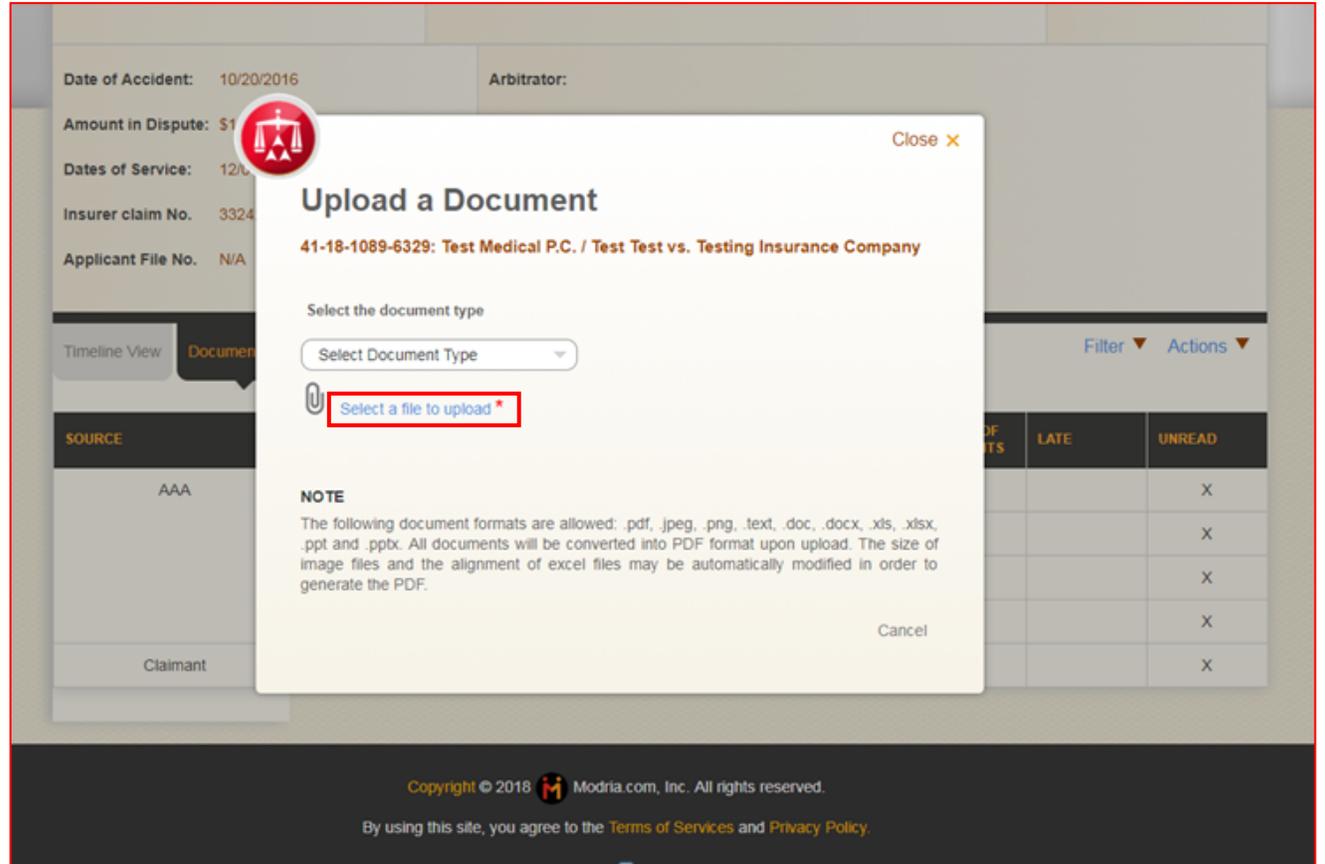
NOTE
The following document formats are allowed: .pdf, .jpeg, .png, .text, .doc, .docx, .xls, .xlsx, .ppt and .pptx. All documents will be converted into PDF format upon upload. The size of image files and the alignment of excel files may be automatically modified in order to generate the PDF.

Cancel

SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Ar-1 (arbitration Request)	1		X

UPLOADING AND VIEWING A DOCUMENT

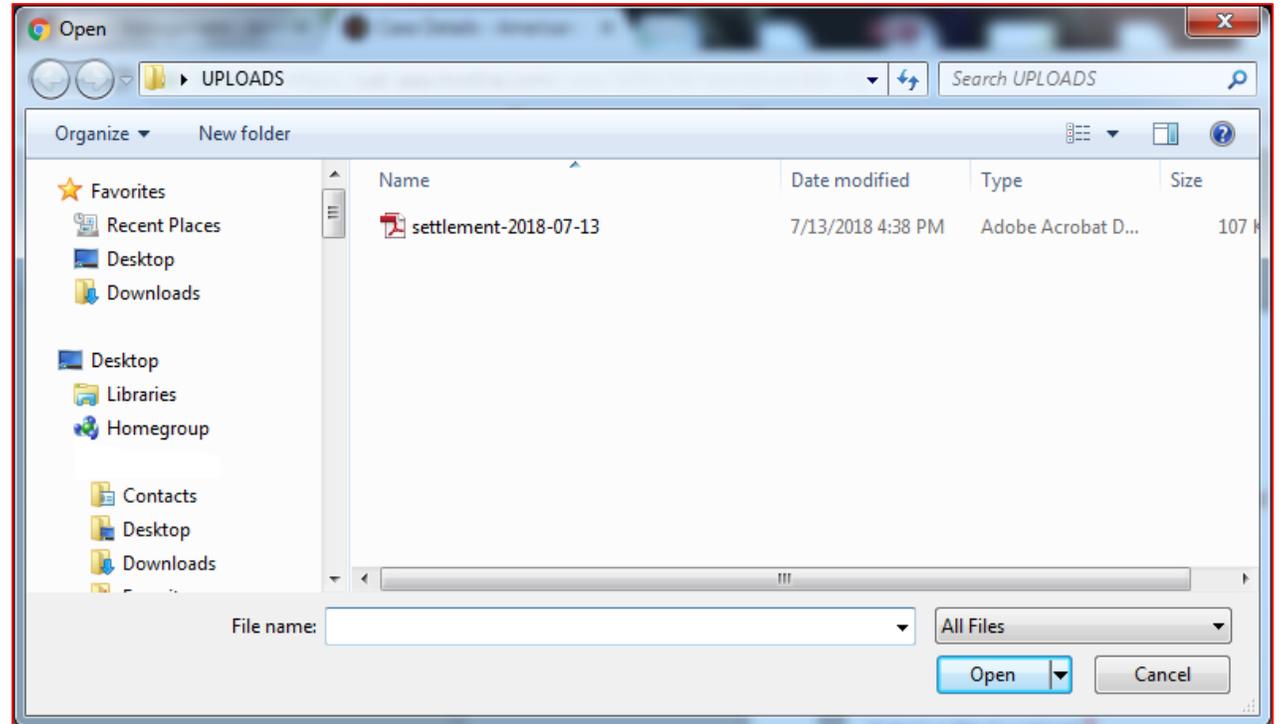
Click **Select a file to upload**.



The screenshot shows a web application interface for document management. A modal dialog titled "Upload a Document" is open, centered on the screen. The dialog has a red circular icon with a white scale of justice symbol in the top left corner and a "Close" button with an 'x' icon in the top right. The main title of the dialog is "Upload a Document". Below the title, the case name "41-18-1089-6329: Test Medical P.C. / Test Test vs. Testing Insurance Company" is displayed. The dialog prompts the user to "Select the document type" using a dropdown menu labeled "Select Document Type". Below the dropdown is a paperclip icon and a red-bordered button labeled "Select a file to upload *". A "NOTE" section follows, listing allowed document formats: .pdf, .jpeg, .png, .text, .doc, .docx, .xls, .xlsx, .ppt, and .ppbx. It states that all documents will be converted to PDF and that image and excel file alignments may be modified. A "Cancel" button is located at the bottom right of the dialog. The background interface is dimmed and shows a sidebar with "Timeline View" and "Documents" tabs, a table with columns "SOURCE", "LATE", and "UNREAD", and a footer with copyright information for Modria.com, Inc. (2018) and a link to Terms of Services and Privacy Policy.

UPLOADING AND VIEWING A DOCUMENT

Select the document that you wish to upload from your computer.



UPLOADING AND VIEWING A DOCUMENT

If you selected a document in error, click **Remove file** and you will be able to remove the document and upload the correct one.

Otherwise, click **SUBMIT** to continue with the upload.

Please note that you may only remove a document before you hit submit. If you click submit and then would like to remove a document, please contact the AAA.

Date of Accident: 10/20/2016 Arbitrator:

Amount in Dispute: \$1

Dates of Service: 12/6

Insurer claim No. 3324

Applicant File No. N/A

Timeline View Document

SOURCE

AAA

Claimant

Close X

Upload a Document

41-18-1089-6329: Test Medical P.C. / Test Test vs. Testing Insurance Company

Select the document type

Select Document Type

FILE NAME: settlement-2018-07-13

Remove file

NOTE

The following document formats are allowed: .pdf, .jpeg, .png, .text, .doc, .docx, .xls, .xlsx, .ppt and .pptx. All documents will be converted into PDF format upon upload. The size of image files and the alignment of excel files may be automatically modified in order to generate the PDF.

Cancel **Submit**

Filter Actions

DF	LATE	UNREAD
		X
		X
		X
		X
		X

UPLOADING AND VIEWING A DOCUMENT

The document is now uploaded and can be reviewed in the **Document View** tab.

To upload additional documents, go to the **ACTIONS** menu again and repeat the process.

The screenshot displays a web interface for document management. At the top, there are fields for contact information: Phone: (646) 663-3461, Email: ADRCenterTeam1@adr.org, TPA: Testing Administrative Services, and Carrier: Testing Insurance Company. Below this, case details include 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, and Applicant File No.: N/A. The interface has a navigation bar with 'Timeline View', 'Document View' (highlighted), and 'AR - 1'. There are also 'Filter' and 'Actions' dropdown menus. A table below lists documents with columns for SOURCE, DOCUMENT TYPE, NUMBER OF DOCUMENTS, LATE, and UNREAD. The last row, 'Claimant Application document', is highlighted with a red border.

SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Ar-1 (arbitration Request)	1		X
	Notification - Initiation Letter	1		X
	Notification - Message	3		X
	Notification - Settlement Offer	1		X
Claimant	Application document	1		X

UPLOADING AND VIEWING A DOCUMENT

When you click on the document you just uploaded, a pop up appears with the source, document type, uploaded by, uploaded date, name of document, pages, late, unread, injured party.

Phase: 1 - Conciliation
 Status: 1.f. Past 90 days
 ADR Center Team 1
 Phone: (646) 663-3461
 Email: ADRCenterTeam1@adr.org

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

Linked: 0
 Matched: 0
 Carrier Response Due: 05/14/2018

Document Detail View

Document actions

	SOURCE	DOCUMENT TYPE	UPLOADED BY	UPLOAD DATE	NAME	PAGES	LATE	UNREAD	INJURED PARTY
<input type="checkbox"/>	System	Notification - Settlement Offer	System	Apr 12, 2018	Received Settlement Offer - Case 41-18-1089-6329	1		X	All

SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Ar-1 (arbitration Request)	1		X
	Notification - Initiation Letter	1		X
	Notification - Message	3		X
	Notification - Settlement Offer	1		X



UPLOADING AND VIEWING A DOCUMENT

Additionally, an entry will be recorded on the **Timeline View** indicating that a document has been uploaded.

If you uploaded a document in error. You can contact AAA and we will hide the document.

The screenshot displays a case management interface with a sidebar on the left and a main content area. The sidebar contains the following fields: Date of Accident, Amount in Dispute, Dates of Service, Insurer claim No., and Applicant File No. The main content area is divided into two columns. The right column contains the following information: Arbitrator, Hearings, and Case Issues: Acupuncture, Duplicate treatment; Duplicate bill, Fees not in accordance with fee schedule, Claim denied based on negative physical exam, Office visit / consultation. Below the sidebar and main content area is a navigation bar with tabs: Timeline View (highlighted), Document View, AR - 1, and Pending Notifications. To the right of the navigation bar are links for Tasks (1) and Actions. At the bottom of the main content area, a timeline entry is visible, which is highlighted with a red box. The entry reads: 07/16/2018, AAA () uploaded a Supplemental Document.

UPLOADING AND VIEWING A DOCUMENT

The document will appear either as a pop-up in a new window, a tab in your web browser, or will be automatically saved into your downloaded folder and can be printed or saved on your computer.

Please note: All documents uploaded, regardless of the original format, will be converted into a PDF format.



AMERICAN ARBITRATION ASSOCIATION®

New York Insurance Case Management Center
Maureen Kurdziel
Vice President
120 Broadway, 11th Floor, New York, NY 10271
Telephone: 917 438 1500, Facsimile: 917 438 1600

04/12/2018

Addressee(s): Test & Test Law Firm
125 Main Street
New York, NY 11111
By: EMAIL

Re: Test Medical P.C. a/a/o Test Test
v.
Testing Insurance Company
41-18-1089-6329

AAA Case No.:
Legacy Case No.:
Date of Accident: 10/20/2016
Applicant File No.: N/A
Insurance Claim No.: 332423453R54
NAIC No.:

Dear Test & Test Law Firm,

We are pleased to inform you that we have received a settlement offer in the above referenced matter from Testy Law Firm. The terms of the offer are as follows:

Submitted by: Testing 123 (000-000-0000 ext. 555)

Principal Amount: \$1,040.00
Interest: \$100.00
Attorney fee: \$1,360.00
Filing fee: \$40.00

TOTAL: \$2,540.00

Comments: "HI"

Please log into your online account at your earliest convenience in order to review the terms of this settlement offer.

Very truly yours,

American Arbitration Association
ADR Center Team 1
Tel: (646) 663-3461
ADRCenterTeam1@adr.org

UPLOADING AND VIEWING A DOCUMENT

The documents are displayed by the following columns:

1. **SOURCE** – Shows where the document came from
2. **DOCUMENT TYPE** – Describes what kind of document (e.g. Medical Report, Evidence of Payment, Peer Review Report, etc.)
3. **NUMBER OF DOCUMENTS** – Indicates how many documents are contained within this DOCUMENT TYPE group.
4. **LATE** – Indicates whether or not a document submission was marked late (as indicated by the red “X”).
5. **UNREAD** – Indicates any documents that have not yet been viewed by a user. This feature is user specific, meaning; if multiple users have access to the same case(s) the “UNREAD” marker (as indicated by the “X”) would be unique to each individual user

The screenshot displays a case management interface for 'ADR Center Team 1'. It includes contact information for the team and respondent attorney, as well as case details like accident date, amount in dispute, and dates of service. Below this is a navigation bar with 'Document View' selected. The main content is a table of documents with the following columns: SOURCE, DOCUMENT TYPE, NUMBER OF DOCUMENTS, LATE, and UNREAD.

SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Ar-1 (arbitration Request)	1		X
	Notification - Initiation Letter	1		X
	Notification - Message	3		X
	Notification - Settlement Offer	1		X
Claimant	Application document	1		X

UPLOADING AND VIEWING A DOCUMENT

Within the columns, documents are organized by the SOURCE (i.e. AAA, CLAIMANT or RESPONDENT) and the DOCUMENT TYPE (i.e. Medical Reports, Brief of Parties, Evidence of Payment, etc.)

Think of the DOCUMENT TYPE column as folders that contain documents of the same kind. Once the documents are indexed by the AAA, ADR Center puts documents of the same type within a folder/group.

Please note that each document is in the form of a link, which can be clicked on.

The screenshot displays a web application interface for case management. At the top, there are tabs for 'ADR Center Team 1', 'Respondent Attorney: Test Case Law Firm (RA)', and 'Carrier Response Due: 05/14/2018'. Below this, there are fields for 'Phone: (646) 663-3461', 'Email: ADRCenterTeam1@adr.org', 'TPA: Testing Administrative Services', and 'Carrier: Testing Insurance Company'. Further down, there are fields for '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', and 'Applicant File No. N/A'. At the bottom, there is a navigation bar with 'Timeline View', 'Document View' (selected), and 'AR - 1'. To the right of the navigation bar are 'Filter' and 'Actions' dropdown menus. Below the navigation bar is a table with the following data:

SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Ar-1 (arbitration Request)	1		X
	Notification - Initiation Letter	1		X
	Notification - Message	3		X
	Notification - Settlement Offer	1		X
Claimant	Application document	1		X

UPLOADING AND VIEWING A DOCUMENT

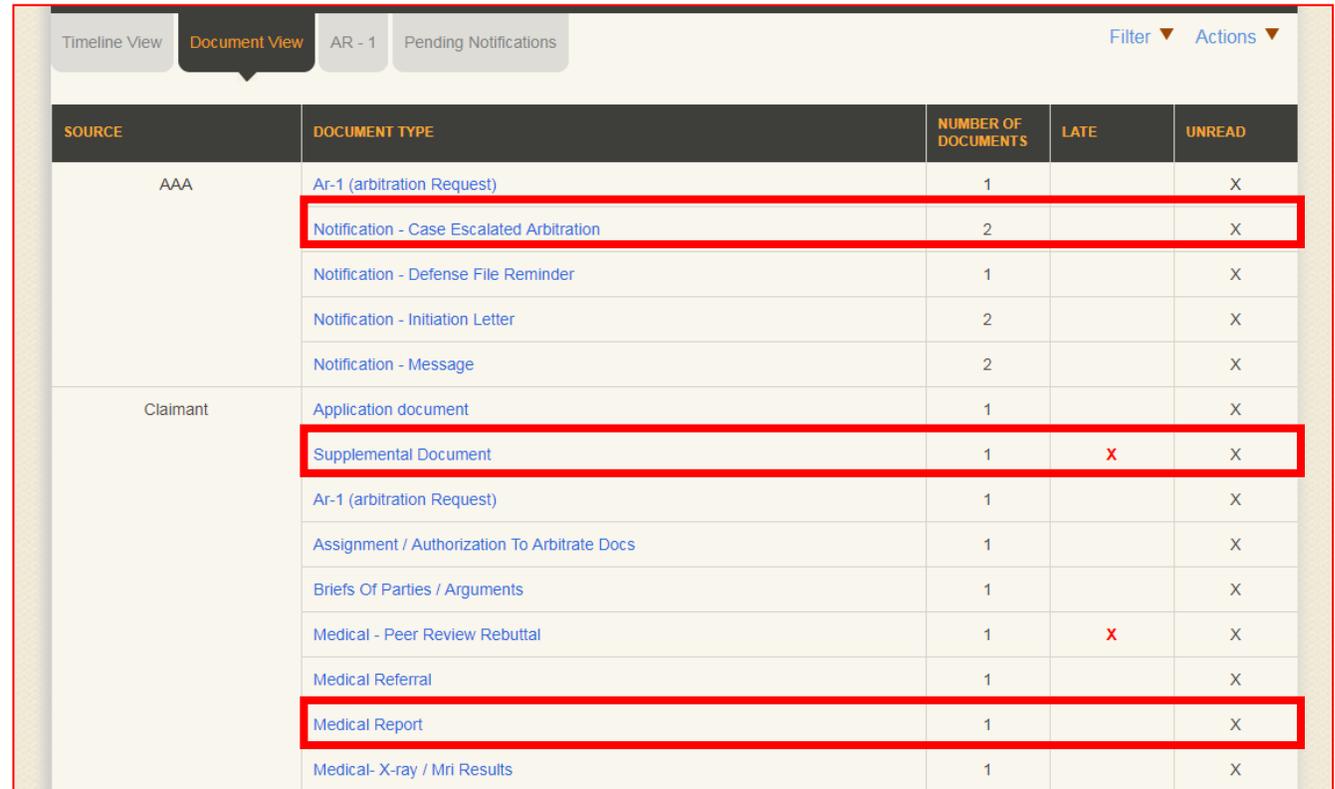
The DOCUMENT TYPES will be displayed in the following order, but will only display if that specific document type exists on the case:

1. Applicant Document
2. Defense
3. Supplemental Document
4. Post Hearing Submission
5. Arbitration Request
6. All other document types will be in alphabetical order

SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Ar-1 (arbitration Request)	1		X
	Notification - Case Escalated Arbitration	2		X
	Notification - Case Settled	2		X
	Notification - Defense File Reminder	1		X
	Notification - Initiation Letter	2		X
	Notification - Settlement Offer	1		X
Claimant	Application document	1		X
	Ar-1 (arbitration Request)	1		X
	Assignment / Authorization To Arbitrate Docs	1		X
	Briefs Of Parties / Arguments	1		X
	Fax Cover Sheet / Cover Letter	1		X
	Medical - Test Findings	1		X
	Nf3 - Verification Of Treatment	1		X
	Proof Of Mailing	1		X
	Table Of Contents	1		X
	Respondent	Supplemental Document	1	
Briefs Of Parties / Arguments		1		X
Nf10 - Eob Denial/explanation Of Benefits		1		X

UPLOADING AND VIEWING A DOCUMENT

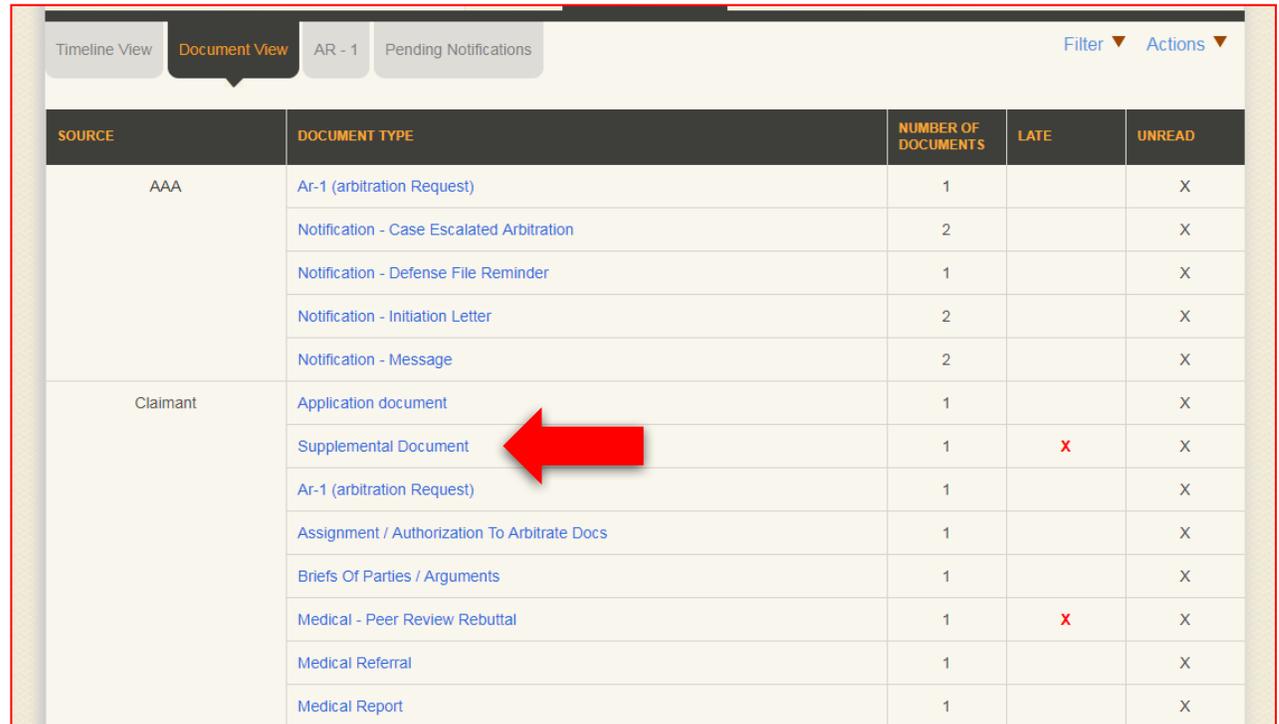
The **NUMBER OF DOCUMENTS** column will let you know how many documents are contained within this document type group. DO NOT confuse this with “number of pages”. For example, under “Medical Report” there is 1 document within this group



SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Ar-1 (arbitration Request)	1		X
	Notification - Case Escalated Arbitration	2		X
	Notification - Defense File Reminder	1		X
	Notification - Initiation Letter	2		X
	Notification - Message	2		X
Claimant	Application document	1		X
	Supplemental Document	1	X	X
	Ar-1 (arbitration Request)	1		X
	Assignment / Authorization To Arbitrate Docs	1		X
	Briefs Of Parties / Arguments	1		X
	Medical - Peer Review Rebuttal	1	X	X
	Medical Referral	1		X
	Medical Report	1		X
	Medical- X-ray / Mri Results	1		X

UPLOADING AND VIEWING A DOCUMENT

To access a document, simply click on the desired document type group.

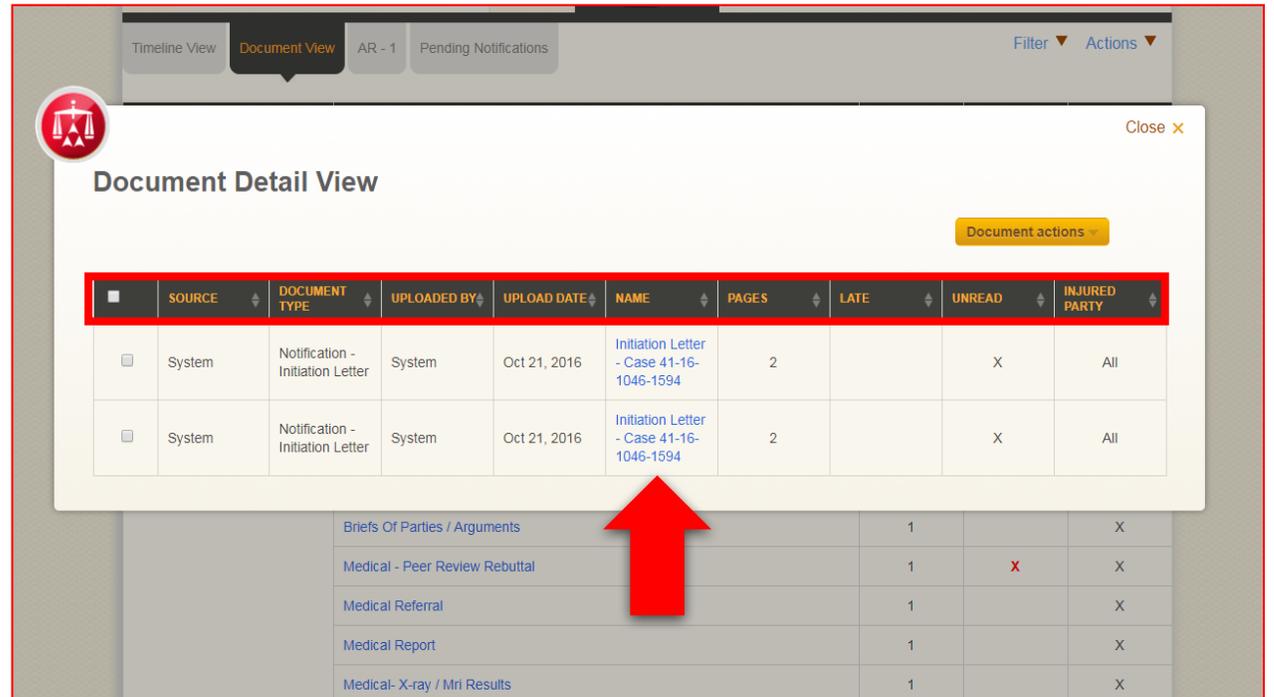


SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Ar-1 (arbitration Request)	1		X
	Notification - Case Escalated Arbitration	2		X
	Notification - Defense File Reminder	1		X
	Notification - Initiation Letter	2		X
	Notification - Message	2		X
Claimant	Application document	1		X
	Supplemental Document	1	X	X
	Ar-1 (arbitration Request)	1		X
	Assignment / Authorization To Arbitrate Docs	1		X
	Briefs Of Parties / Arguments	1		X
	Medical - Peer Review Rebuttal	1	X	X
	Medical Referral	1		X
	Medical Report	1		X

UPLOADING AND VIEWING A DOCUMENT

A pop-up window will appear called “Document Detail View”. This pop-up will display all the documents contained within the document type group. In the example below, there are 2 separate documents contained within the “Initiation Letter” document type group that was selected. The columns headers within the pop-up window can be sorted by clicking the corresponding arrows next to the column name. This can be useful if the document type group contains a significant number of documents.

To access a specific document, click on the link in the NAME column. Depending on your browser (i.e. Internet Explorer, Google, Chrome, Safari, etc.) settings, the document will either open within your browser or download to your computer.



The screenshot shows a web application interface with a pop-up window titled "Document Detail View". The pop-up window contains a table with the following columns: SOURCE, DOCUMENT TYPE, UPLOADED BY, UPLOAD DATE, NAME, PAGES, LATE, UNREAD, and INJURED PARTY. Two rows of data are visible in the table, both representing "Initiation Letter" documents. A red arrow points to the "NAME" column of the second row, which contains a blue hyperlink: "Initiation Letter - Case 41-16-1046-1594".

	SOURCE	DOCUMENT TYPE	UPLOADED BY	UPLOAD DATE	NAME	PAGES	LATE	UNREAD	INJURED PARTY
<input type="checkbox"/>	System	Notification - Initiation Letter	System	Oct 21, 2016	Initiation Letter - Case 41-16-1046-1594	2		X	All
<input type="checkbox"/>	System	Notification - Initiation Letter	System	Oct 21, 2016	Initiation Letter - Case 41-16-1046-1594	2		X	All

UPLOADING AND VIEWING A DOCUMENT

Once a document has been viewed, the UNREAD column will update and the “X” symbol will disappear.

SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Ar-1 (arbitration Request)	1		X
	Notification - Amendment notice	2		X
	Notification - Appoint LawFirm for a Case	1		X
	Notification - Case Escalated Arbitration	2		X
	Notification - Defense File Reminder	4		X
	Notification - Initiation Letter	2		X
	Notification - Retract Settlement offer	4		X
	Notification - Settlement Offer	2		X
Claimant	Application document	1		X
	Supplemental Document	1		
	Ar-1 (arbitration Request)	2		X

**UNREAD DOCUMENT
“X” IS SHOWN**

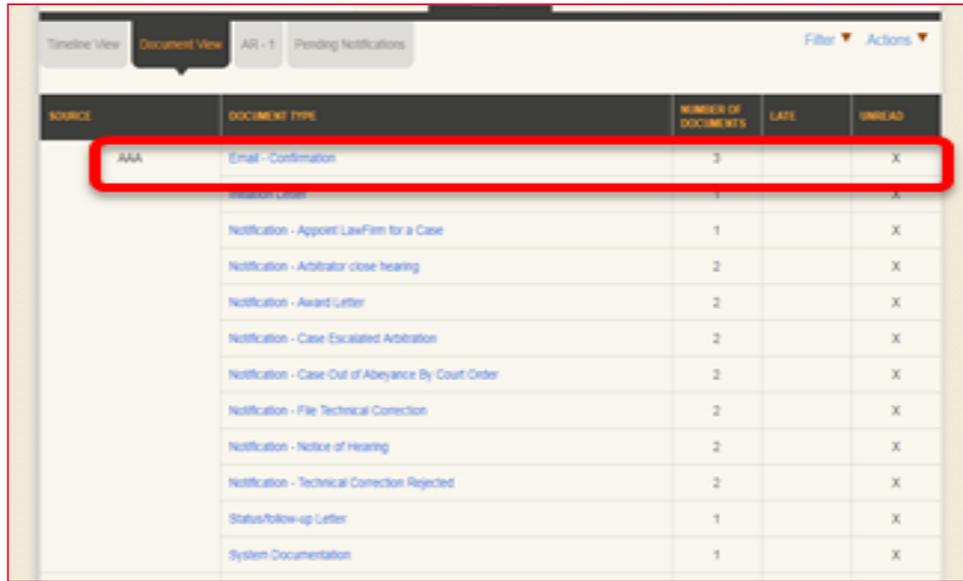
**READ DOCUMENT
“X” IS NOT SHOWN**

UPLOADING AND VIEWING A DOCUMENT

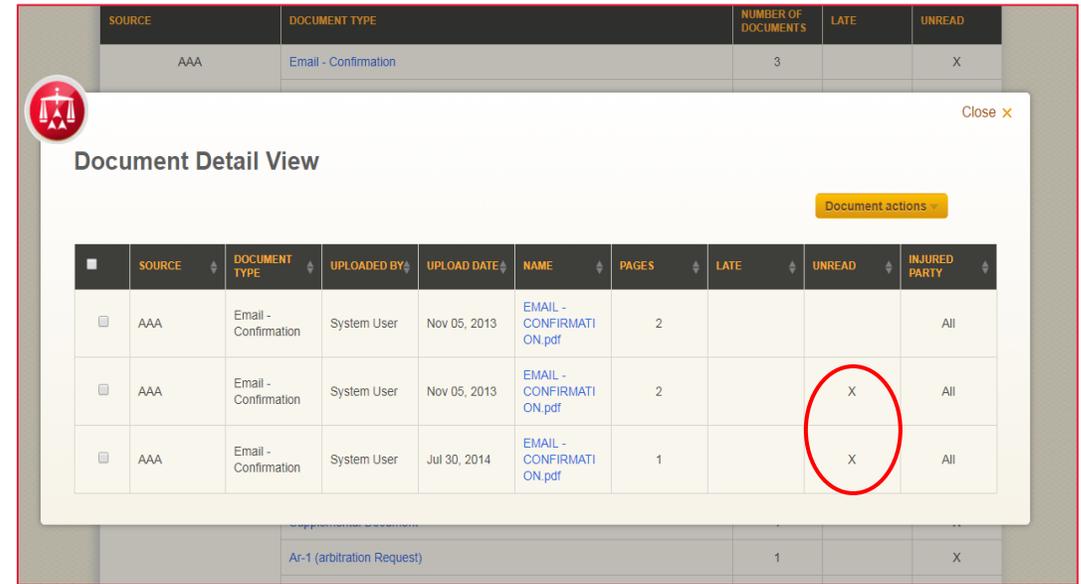
HOWEVER, if at least one document within a group is “unread”, the document group will be marked as UNREAD. This is to advise you that this document group contains a document that is still unread.

For example, the “email-confirmation” contains documents that are unread.

When accessing this group, you can see that 2 of the documents in this group are still UNREAD.



SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Email - Confirmation	3		X
	Notification - Appoint LawFirm for a Case	1		X
	Notification - Arbitrator close hearing	2		X
	Notification - Award Letter	2		X
	Notification - Case Escalated Arbitration	2		X
	Notification - Case Out of Abeyance By Court Order	2		X
	Notification - File Technical Correction	2		X
	Notification - Notice of Hearing	2		X
	Notification - Technical Correction Rejected	2		X
	Status/Follow-up Letter	1		X
	System Documentation	1		X

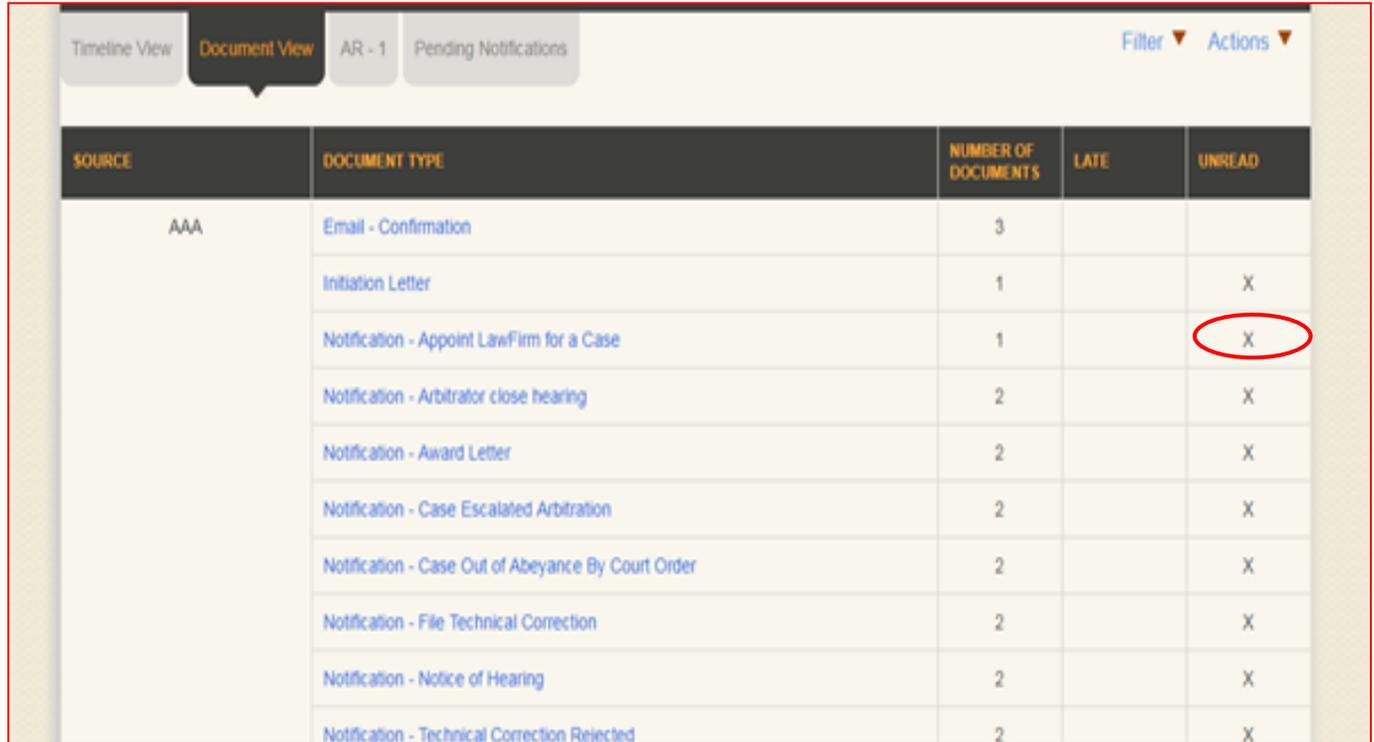


SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Email - Confirmation	3		X

■	SOURCE	DOCUMENT TYPE	UPLOADED BY	UPLOAD DATE	NAME	PAGES	LATE	UNREAD	INJURED PARTY
<input type="checkbox"/>	AAA	Email - Confirmation	System User	Nov 05, 2013	EMAIL - CONFIRMATI ON.pdf	2			All
<input type="checkbox"/>	AAA	Email - Confirmation	System User	Nov 05, 2013	EMAIL - CONFIRMATI ON.pdf	2		X	All
<input type="checkbox"/>	AAA	Email - Confirmation	System User	Jul 30, 2014	EMAIL - CONFIRMATI ON.pdf	1		X	All

UPLOADING AND VIEWING A DOCUMENT

Once all documents within that group have been viewed or read, the UNREAD “x” symbol will disappear.



The screenshot shows a web interface with a navigation bar at the top containing 'Timeline View', 'Document View' (highlighted), 'AR - 1', and 'Pending Notifications'. On the right of the navigation bar are 'Filter' and 'Actions' dropdown menus. Below the navigation bar is a table with the following columns: SOURCE, DOCUMENT TYPE, NUMBER OF DOCUMENTS, LATE, and UNREAD. The table contains one data row for source 'AAA' with ten document types. The 'UNREAD' column for the 'Notification - Appoint LawFirm for a Case' row contains an 'X' which is circled in red.

SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Email - Confirmation	3		
	Initiation Letter	1		X
	Notification - Appoint LawFirm for a Case	1		X
	Notification - Arbitrator close hearing	2		X
	Notification - Award Letter	2		X
	Notification - Case Escalated Arbitration	2		X
	Notification - Case Out of Abeyance By Court Order	2		X
	Notification - File Technical Correction	2		X
	Notification - Notice of Hearing	2		X
	Notification - Technical Correction Rejected	2		X

UPLOADING AND VIEWING A DOCUMENT

If desired, you have the ability to relabel a document as “unread”. Simply click on the document you want to change and a pop-up window will appear.

The screenshot shows a 'Document Detail View' pop-up window. At the top, it displays 'Date of Accident: 10/20/2016' and 'Arbitrator:'. Below this is a table with the following columns: SOURCE, DOCUMENT TYPE, UPLOADED BY, UPLOAD DATE, NAME, PAGES, LATE, UNREAD, and INJURED PARTY. The table contains one row with the following data: SOURCE: Claimant, DOCUMENT TYPE: Application document, UPLOADED BY: System User, UPLOAD DATE: Mar 15, 2018, NAME: 2196141.pdf, PAGES: 63, LATE: (empty), UNREAD: X, INJURED PARTY: All. Below the table is a list of documents with columns for SOURCE, NAME, LATE, UNREAD, and INJURED PARTY. The list includes: AAA, Ar-1 (arbitration Request), Notification - Initiation Letter, Notification - Message, Notification - Settlement Offer, and Claimant, Application document. A red arrow points to the 'Application document' entry in the list.

SOURCE	DOCUMENT TYPE	UPLOADED BY	UPLOAD DATE	NAME	PAGES	LATE	UNREAD	INJURED PARTY
Claimant	Application document	System User	Mar 15, 2018	2196141.pdf	63		X	All

SOURCE	NAME	LATE	UNREAD	INJURED PARTY
AAA	Ar-1 (arbitration Request)	1		X
	Notification - Initiation Letter	1		X
	Notification - Message	3		X
	Notification - Settlement Offer	1		X
Claimant	Application document	1		X

UPLOADING AND VIEWING A DOCUMENT

Check off the box on the left hand side of the document you want to update. Click on the Document Actions, a drop down menu will appear. Then click on “Mark as Unread”.

The screenshot shows a 'Document Detail View' window with a 'Date of Accident: 10/20/2016' and 'Arbitrator:' fields. A table lists documents with columns for SOURCE, DOCUMENT TYPE, UPLOADED BY, UPLOAD DATE, NAME, PAGES, and LATE. A red arrow points to the checkbox in the first row. A 'Document actions' dropdown menu is open, showing 'Mark as Read' and 'Mark as Unread' options.

	SOURCE	DOCUMENT TYPE	UPLOADED BY	UPLOAD DATE	NAME	PAGES	LATE		
<input checked="" type="checkbox"/>	Claimant	Application document	System User	Mar 15, 2018	2186141.pdf	63		X	All

AAA	Ar-1 (arbitration Request)	1	X
	Notification - Initiation Letter	1	X
	Notification - Message	3	X
	Notification - Settlement Offer	1	X
Claimant	Application document	1	X

UPLOADING AND VIEWING A DOCUMENT

Once updated under document actions, a pop-up window will appear advising that the action has been “Successfully Updated”.

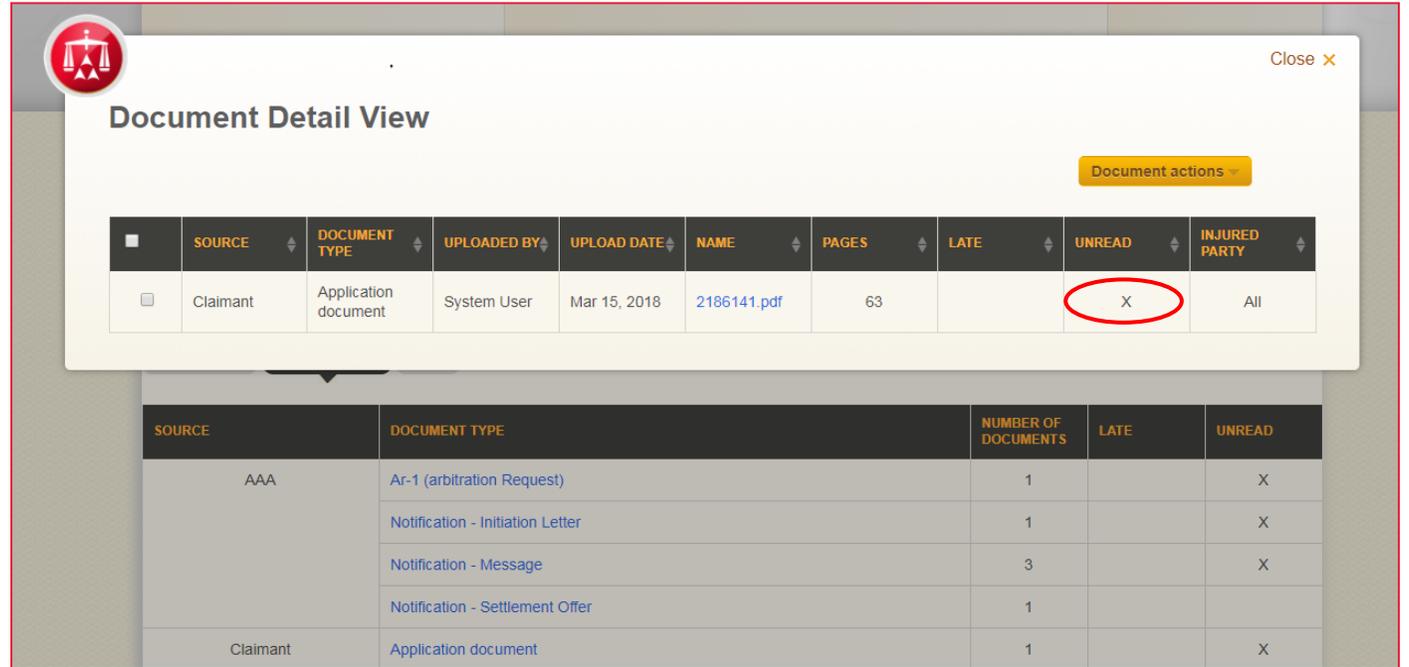
The screenshot displays a web interface for document management. At the top, a notification bar with a green checkmark and a close button (X) states "Successfully updated." Below this, a modal window titled "Document Detail View" is open. The modal contains a table with columns: SOURCE, DOCUMENT TYPE, UPLOADED BY, UPLOAD DATE, NAME, PAGES, LATE, UNREAD, and INJURED PARTY. A single row is visible with the following data: SOURCE: Claimant, DOCUMENT TYPE: Application document, UPLOADED BY: System User, UPLOAD DATE: Mar 15, 2018, NAME: 2186141.pdf, PAGES: 63, LATE: (empty), UNREAD: (empty), INJURED PARTY: All. To the right of the table is a "Document actions" button. Below the modal, a larger table is partially visible, showing document details for "AAA" and "Claimant".

	SOURCE	DOCUMENT TYPE	UPLOADED BY	UPLOAD DATE	NAME	PAGES	LATE	UNREAD	INJURED PARTY
<input checked="" type="checkbox"/>	Claimant	Application document	System User	Mar 15, 2018	2186141.pdf	63			All

AAA	Ar-1 (arbitration Request)					1			X
	Notification - Initiation Letter					1			X
	Notification - Message					3			X
	Notification - Settlement Offer					1			X
Claimant	Application document					1			X

UPLOADING AND VIEWING A DOCUMENT

The document is now marked as UNREAD but ONLY to this user.



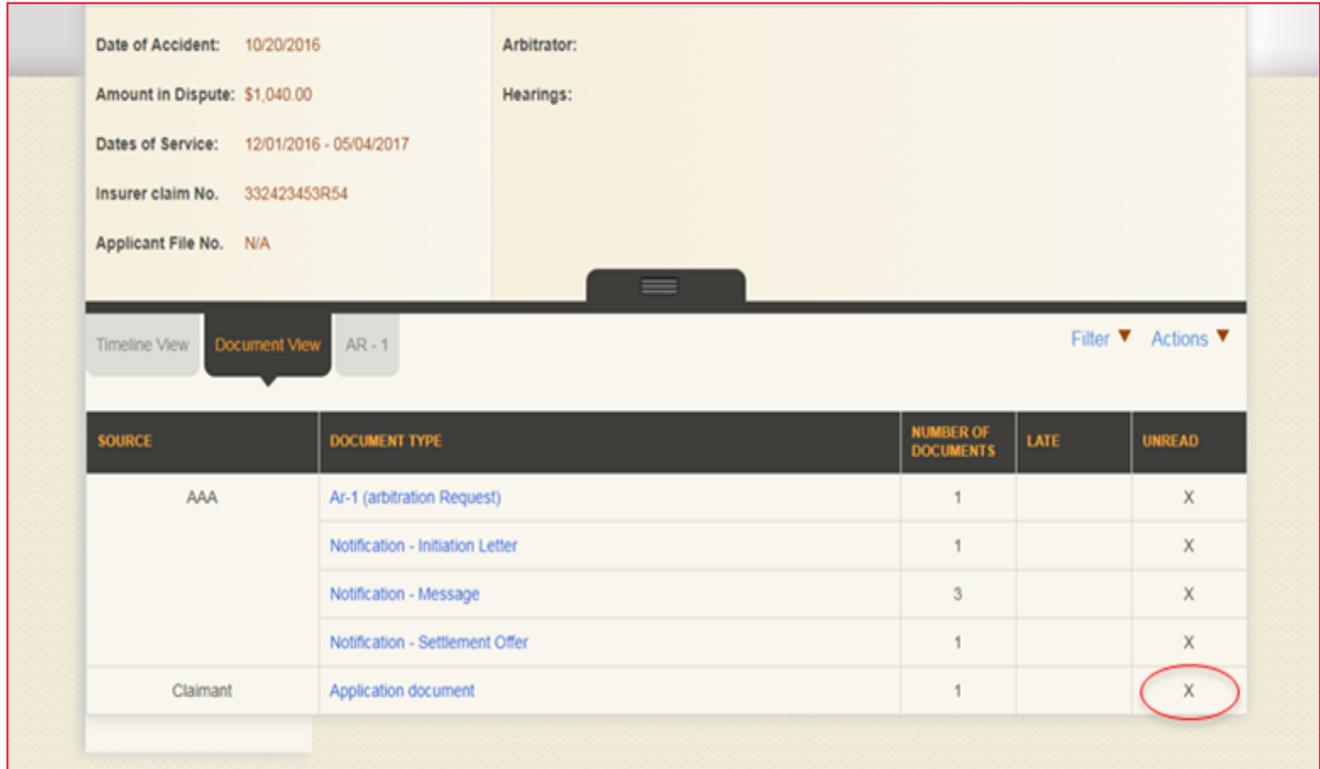
The screenshot displays a 'Document Detail View' window. At the top left is a red circular icon with a white scales of justice symbol. The title 'Document Detail View' is centered at the top, and a 'Close x' button is at the top right. Below the title is a yellow 'Document actions' button. A table lists document details, with the 'UNREAD' column for the selected document circled in red. Below this is a summary table with columns for SOURCE, DOCUMENT TYPE, NUMBER OF DOCUMENTS, LATE, and UNREAD.

	SOURCE	DOCUMENT TYPE	UPLOADED BY	UPLOAD DATE	NAME	PAGES	LATE	UNREAD	INJURED PARTY
<input type="checkbox"/>	Claimant	Application document	System User	Mar 15, 2018	2186141.pdf	63		X	All

SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Ar-1 (arbitration Request)	1		X
	Notification - Initiation Letter	1		X
	Notification - Message	3		X
	Notification - Settlement Offer	1		
Claimant	Application document	1		X

UPLOADING AND VIEWING A DOCUMENT

The change will also be reflected in the main **Document View** tab.



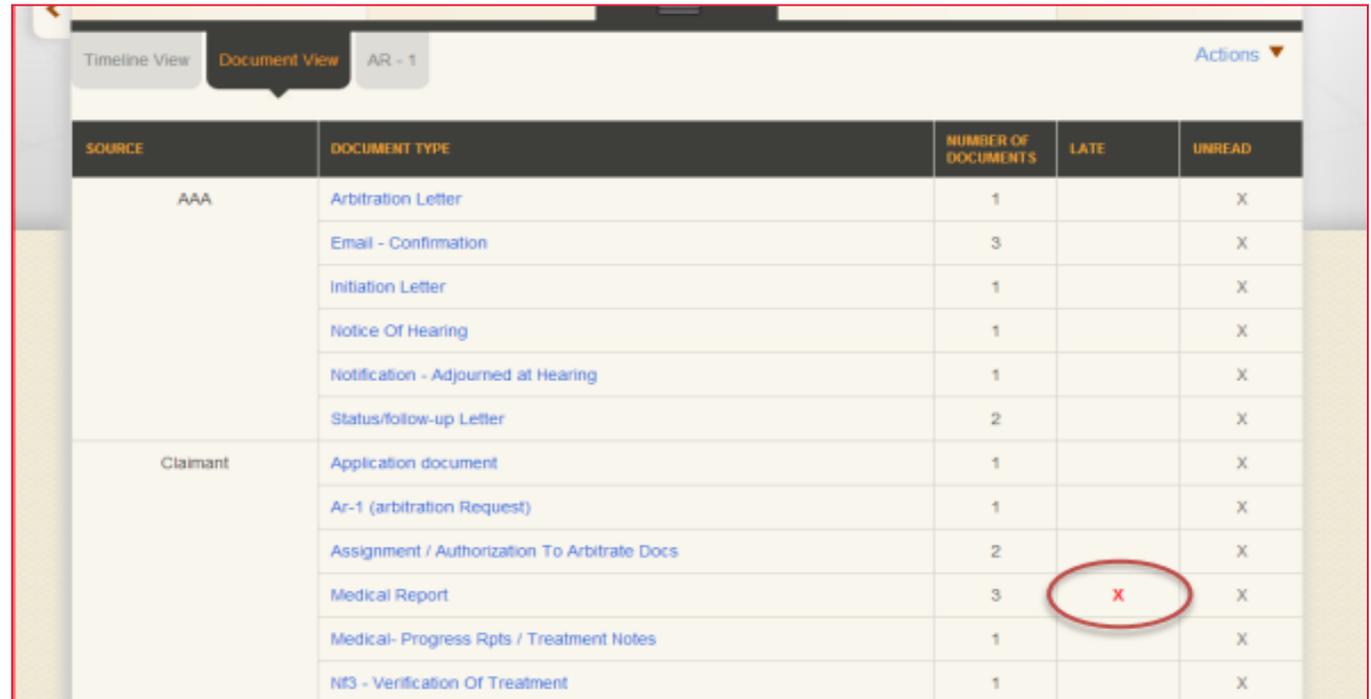
The screenshot displays a document management interface. At the top, there are fields for case details: Date of Accident (10/20/2016), Amount in Dispute (\$1,040.00), Dates of Service (12/01/2016 - 05/04/2017), Insurer claim No. (332423453R54), and Applicant File No. (N/A). Below these fields is a navigation bar with tabs for 'Timeline View', 'Document View', and 'AR - 1'. The 'Document View' tab is active. To the right of the tabs are 'Filter' and 'Actions' dropdown menus. Below the navigation bar is a table with the following data:

SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Ar-1 (arbitration Request)	1		X
	Notification - Initiation Letter	1		X
	Notification - Message	3		X
	Notification - Settlement Offer	1		X
Claimant	Application document	1		X

UPLOADING AND VIEWING A DOCUMENT

If a document was submitted late, it will be marked late by the AAA staff, and a red “X” will appear next to that document under the LATE column. However, if you see this “X” in the main DOCUMENT VIEW tab, it does not mean all documents contained in the group/folder are late. This means that at least one document in that group is marked late.

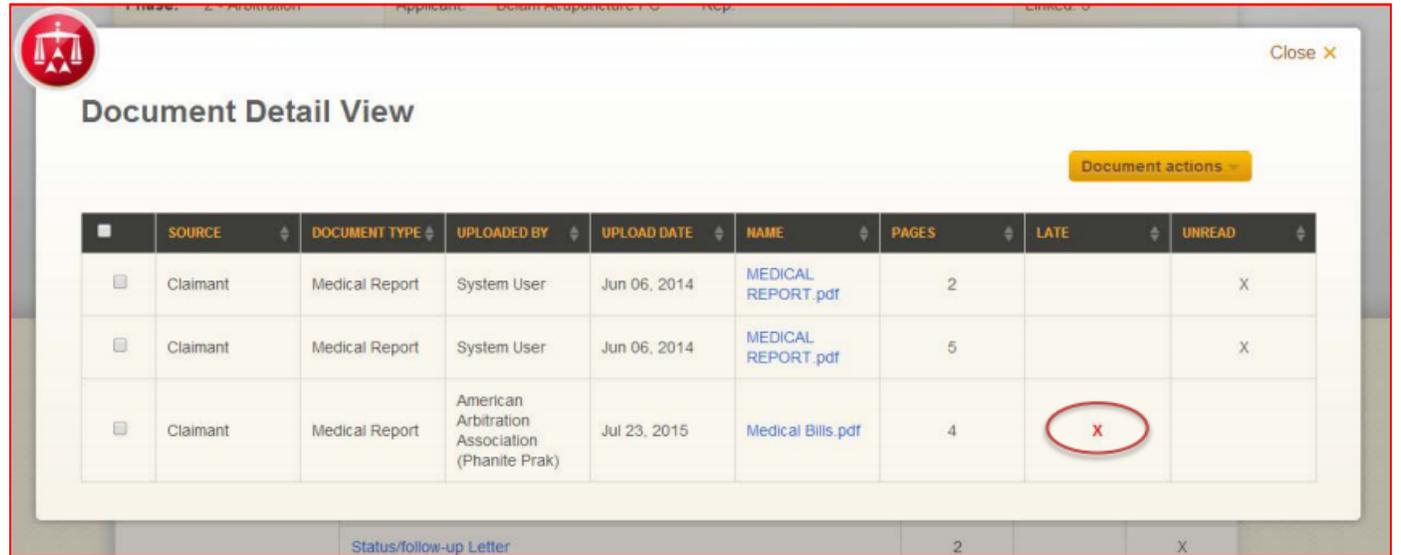
Let’s look at the MEDICAL REPORT document type group. It contains three documents.



SOURCE	DOCUMENT TYPE	NUMBER OF DOCUMENTS	LATE	UNREAD
AAA	Arbitration Letter	1		X
	Email - Confirmation	3		X
	Initiation Letter	1		X
	Notice Of Hearing	1		X
	Notification - Adjourned at Hearing	1		X
	Status/follow-up Letter	2		X
Claimant	Application document	1		X
	Ar-1 (arbitration Request)	1		X
	Assignment / Authorization To Arbitrate Docs	2		X
	Medical Report	3	X	X
	Medical- Progress Rpts / Treatment Notes	1		X
	NT3 - Verification Of Treatment	1		X

UPLOADING AND VIEWING A DOCUMENT

When we open this group of documents, you will see that there are three documents in this group. Of those three, only one of them is marked as “late”.



	SOURCE	DOCUMENT TYPE	UPLOADED BY	UPLOAD DATE	NAME	PAGES	LATE	UNREAD
<input type="checkbox"/>	Claimant	Medical Report	System User	Jun 06, 2014	MEDICAL REPORT.pdf	2		X
<input type="checkbox"/>	Claimant	Medical Report	System User	Jun 06, 2014	MEDICAL REPORT.pdf	5		X
<input type="checkbox"/>	Claimant	Medical Report	American Arbitration Association (Phanite Prak)	Jul 23, 2015	Medical Bills.pdf	4	X	



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