

E-Subro Hub My Tasks List Reference Guide

January 2023



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My Tasks List

The ability to see the "My Tasks List" menu option requires a company-wide configuration setting and is available to all users if active for the company.

My Arbfile Page

From the My Arbfile page, click the E-Subro Hub dropdown menu, then "My Tasks." This would be the most common path to start a My Tasks List session, but there are other locations on the E-Subro Hub platform.



Menu Links

There are menus that will present a My Tasks link. The AF logo on the side menu and the "hamburger" menu at the top left corner will open a menu tree with the "My Tasks" option.





Task List Page

This page will show the demands that have a pending task for the user. The default filters for this list are tasks assigned to an associated business unit or the claim handler directly. The status of the task would be "Open."

*	Task List	Task Listing: My Tasks						Ex	cel Export
÷	Last refreshed at 11:40:23 AM	TPA ⊕ Opposing Party ⊕	Claim # 👻	Date Assigned 🕸	Assigner 🗢	Assignee ©	Task 🗢	Task Status 🖗	Actions
a		BETA INSURANCE OF COLORADO	KM-20221115-190801-D	01/04/2023	JACK1 DEMANDER1	ROBIN ADJUSTER-04513	Add Evidence	OPEN	:
_	Selected Filters	BETA INSURANCE OF COLORADO	Basava-20210601-1204-D	01/04/2023	JACK1 DEMANDER1	Demo Routing Unit	Verify Damage Amounts	OPEN	:
	Role * Status *	BETA INSURANCE OF COLORADO	aa-20220105-1020-R	01/04/2023	JACK1 DEMANDER1	ROBIN ADJUSTER-04513	Add Evidence	OPEN	1
喧	Role	BETA INSURANCE OF COLORADO	aa-20210921-1330-D	01/04/2023	JACKI DEMANDERI	Demo Routing Unit	Verify Damage Amounts	OPEN	1
A	Task Type ^								
	Status ^								
	Open 👻 🔳								

Task List Filter

There are three filter options for the Task List.

Role can be set to "Assigned to Me," "Assigned to Business Unit or Me," or "I am the Assigner."

Task Type can be set to "Add Evidence" or "Verify Damage Amounts."

Task Status includes several options.

Open: The task is pending.

In Process: The task has been reviewed, but not marked as complete.

Reassigned: The task was reassigned from the original recipient

Pending Acceptance: The demand has been moved to this status due to a Settlement Exchange System[®] (SES[®]) trigger event.

Completed: The task has been marked complete.

Rejected: The task has been declined by the assigned user and generally involves a TPA workflow.

Errored: An evidence upload malfunction has occurred.



*	Task List	Tas	sk Listing: My Tasks							Excel Export
÷	Last refreshed at 5:50:13 PM	TPA :	Opposing Party \$	Claim # 👻	Date Assigned 🕸	Assigner 🗢	Assignee 🗢	Task ≑	Task Status 🗢	Actions
Q			BETA INSURANCE OF COLORADO	KM-20221115-190801-D	01/04/2023	JACK1 DEMANDER1	ROBIN ADJUSTER-04513	Add Evidence	OPEN	1
	Selected Filters		BETA INSURANCE OF COLORADO	Basava-20210601-1204-D	01/04/2023	JACK1 DEMANDER1	Demo Routing Unit	Verify Damage Amounts	OPEN	:
	Role * Status *		BETA INSURANCE OF COLORADO	aa-20220105-1020-R	01/04/2023	JACK1 DEMANDER1	ROBIN ADJUSTER-04513	Add Evidence	OPEN	1
12	Role		BETA INSURANCE OF COLORADO	aa-20210921-1330-D	01/06/2023	ROBIN ADJUSTER-04513	Demo Routing Unit	Verify Damage Amounts	OPEN	:
	Assigned to Bus. Un									
Æ	Task Type									
	None Selected 👻									
	Status ^	_								
	Open 👻 🔳									
	Open									
	In Process									
	Reassigned									
	Pending Acceptance									
	Completed									
	Rejected									
	Errored									

Click "Apply Filters" if the options are revised to create a different list. Selected filters can be removed with a single click of "Clear." Individual filters can be removed by clicking the corresponding trash can icon.

Task List	Task Listing: My Tasks							Excel Export
Last refreshed at 11:40:23 AM	TPA ⊕ Opposing Party ⊕	Claim # 👻	Date Assigned 🗘	Assigner \$	Assignee 🗢	Task 🗢	Task Status 🕸	Actions
	BETA INSURANCE OF COLORADO	KM-20221115-190801-D	01/04/2023	JACK1 DEMANDER1	ROBIN ADJUSTER-04513	Add Evidence	OPEN	I
Selected Filters	BETA INSURANCE OF COLORADO	Basava-20210601-1204-D	01/04/2023	JACK1 DEMANDER1	Demo Routing Unit	Verify Damage Amounts	OPEN	1
Role * Task Type * Status *	BETA INSURANCE OF COLORADO	aa-20220105-1020-R	01/04/2023	JACK1 DEMANDER1	ROBIN ADJUSTER-04513	Add Evidence	OPEN	:
Role	BETA INSURANCE OF COLORADO	aa-20210921-1330-D	01/04/2023	JACK1 DEMANDER1	Demo Routing Unit	Verify Damage Amounts	OPEN	:
Assigned to Bus. Un								
Task Type								
Verify Damage Amo*								
Status ^								
Open 👻 🔳								
Apply Filters								
Apply fillers								
	Task List European all 10.02344 Selected Filters Corr Mail Yape Rates Task Type Verify Damage Amo*	Task List Selected Filters Selected Filters	Task List Stecked Filters Stecked Filters Stecked Filters Stecked Filters Task Listing: My Tasks Eta INSURANCE OF COLORADO KM- 02021115-190803-D BETA INSURANCE OF COLORADO BETA INSURANCE OF COLORADO	Task List Selected Filters Selected Filters Selected Filters Ref Assigned to Buss. Un* Task Type Verify Damage Amo* Ref Apply Filters	Task List Selected Filters Selected Filters Selected Filters Task Listing: My Tasks Task User Selected Filters Task Type Verify Damage Amo Task Type Tast Type Tast Type	Task List Task Listing: My Tasks The Opposing Party © Claim # Date Assigned © Assigned © Assignee P Selected Filters EETA INSURANCE OF COLORADO KM-20221115-198001-D 0/04/2023 JACKI DEMANDERI ROBIN ADJUSTER AV513 Selected Filters EETA INSURANCE OF COLORADO Basava-30216001-1204-D 0/04/2023 JACKI DEMANDERI Demo Routing Unit BETA INSURANCE OF COLORADO Basava-30216001-1204-D 0/04/2023 JACKI DEMANDERI ROBIN ADJUSTER AV513 BETA INSURANCE OF COLORADO Basava-20210051-1020-R 0/04/2023 JACKI DEMANDERI Demo Routing Unit BETA INSURANCE OF COLORADO Basava-20210051-1020-R 0/04/2023 JACKI DEMANDERI Demo Routing Unit Verify Damage Amo EETA INSURANCE OF COLORADO Bas-20210051-1230-D 0/04/2023 JACKI DEMANDERI Demo Routing Unit Spanse Open Claim F Demo Routing Unit Betra Insurance OF COLORADO Bas-20210051-1020-R 0/04/2023 JACKI DEMANDERI Demo Routing Unit Spanse Open Claim F Demo Routing Unit Betra Insurance OF COLORADO Bas-20210051-1230-D 0/04/2023 JACKI DEMANDERI Demo Routing Unit	Task List Starter was at 1000 MI Max Type Starter was at 1000 MI Starter was at 1000 MI Max Type Starter was at 1000 MI Starter was at 1000 MI Max Type Starter was at 1000 MI Starter was at 100	Task List

Task List Columns

There are nine columns on the "Task List" page and can be sorted by clicking at the top of the column.

TPA: This indicates the demand is currently assigned to an administrator.

Opposing Party: This is the other party that is involved in the claim.

Claim Number: This is the claim number that was entered for the user's internal file and is an active link to open the demand.

Date Assigned: This is the date the task assignment was initiated.

Assigner: This is the person who initiated the task assignment.

Assignee: This is the person or business that was assigned the task.



Task: This is the task that was assigned. This is an active link to the location where the task can be reviewed and marked complete.

Task Status: This shows the current status of the assigned task and corresponds to the Status filter options.

Actions: This is a quick link to change the status of the assigned task.

*	Task List	, Task Listing: My Tasks							Excel Export
Ð	Last refreshed at 11:40/23 AM	TPA 🏶 Opposing Party 🖗	Claim # 🗸	Date Assigned 🗘	Assigner 🗢	Assignee 🗘	Task 🕸	Task Status 🗘	Actions
q		BETA INSURANCE OF COLORADO	KM-20221115-190801-D	01/04/2023	JACK1 DEMANDER1	ROBIN ADJUSTER-04513	Add Evidence	OPEN	Set Task to In Process
	Selected Filters	BETA INSURANCE OF COLORADO	Basava-20210601-1204-D	01/04/2023	JACK1 DEMANDER1	Demo Routing Unit	Verify Damage Amounts	OPEN	~
	Role * Task Type * Status *	BETA INSURANCE OF COLORADO	aa-20220105-1020-R	01/04/2023	JACK1 DEMANDER1	ROBIN ADJUSTER-04513	Add Evidence	OPEN	Set Task to Completed
12	Role	BETA INSURANCE OF COLORADO	aa-20210921-1330-D	01/04/2023	JACK1 DEMANDER1	Demo Routing Unit	Verify Damage Amounts	OPEN	
Δ	Assigned to Bus. Un								
.∕r¶.	Task Type								
	Verity Damage Amo*								
	Status								
	Open 🔻 📕								

The top ribbon has a link to export the Task List to an Excel document.

The "Refresh" icon will update the "Task List" page.

The bottom ribbon will show the current page for the list. The number of demands per page can be set to 5, 10, 25, or 50.

*	Task List	Task Listing: My Tasks						Б	«cel Export
•	ng refreshed at 550° r.M	TPA Opposing Party	Claim # 🗸	Date Assigned \$	Assigner \$	Assignee \$	Task 🌣	Task Status \$	Actions
a		BETA INSURANCE OF COLORADO	KM-20221115-190801-D	01/04/2023	JACK1 DEMANDER1	ROBIN ADJUSTER-04513	Add Evidence	OPEN	:
	Selected Filters	BETA INSURANCE OF COLORADO	Basava-20210601-1204-D	01/04/2023	JACK1 DEMANDER1	Demo Routing Unit	Verify Damage Amounts	OPEN	:
	Role * Status *	BETA INSURANCE OF COLORADO	aa-20220105-1020-R	01/04/2023	JACK1 DEMANDER1	ROBIN ADJUSTER-04513	Add Evidence	OPEN	÷
12	Role	BETA INSURANCE OF COLORADO	aa-20210921-1330-D	01/06/2023	ROBIN ADJUSTER-04513	Demo Routing Unit	Verify Damage Amounts	OPEN	:
A	Task Type								
	None Selected								
- 1	Status								
	Open - 🛡								
	Apply Filters		F			5 10 25	1		
	7		Showi	ng 1 - 4 of 4 item(s) ««	c 1 5 55	25			

Verify Damage Amounts Task

The "Verify Damage Amounts" task can be completed by clicking the "Task" column link to the "Damages Worksheet" page. However, use of the actual worksheet would be an internal PD review workflow.



≡	E-SubrolHub	Overview Negotiate	Manage Assign Diary				ROBIN ADJ radjuster.0	IUSTER-04513 /4513
*	Demand Overview	🛱 🎖 🖶	- 32 🖪 🖇	9		📕 e 🖻	1 🕀 🔁	
	Calmin (D): Claiming (D): Construction Co	Original Damages: S Damages Wor This is a Worksheet II Assigned Task Date Assigned: 1/4/ Assigner: JACKI DE Assigneet: Demo Rot Task Message:	2,500.00 rksheet for internal use, to be comple Information 23 MANDERI Lating Unit	eted by the individual approvement of the	ising damages.	жт. Ор Сс	nk Satus en mpleted pen	
	Basava-20210601-1204-R Demand Amt (D): \$2,500.00		Damages 06/01/2021			In	Process	
		Auto Damage	\$2,500.00	Not Entered				┛║
	R ALPHA INSURANCE CO	Rental	\$0.00	Not Entered				
	(ASDFASDF SRFDASDFSD)	Towing	\$0.00	Not Entered				
	Claim# (R): Basava-20210601-1204-D	Other Amount	\$0.00	Not Entered				
		Deductible	\$0.00	N/A				
		Salvage Recovery	\$0.00	Not Entered				
	<u>View Damages & Liability</u>	Total Appraisal Note	\$2,500.00 s:	N/A				
		Edit Worksheet	Back to Task List					

Add Evidence Task

The "Add Evidence" task can be flagged as "complete" by the clicking the "Task" column link to the evidence section of the demand's "Overview" tab.

	E-SubroHub	Overview Negotiate Manage Assign Diary				ROBIN ADJUSTER-04513 radjuster.04513
*	Demand Overview				• 2	8 4 A
-	6 8 0					
Q	Demand ID: 312321 Loss State - Date: KS - 02/24/2020 Issued	Attached Evidence				-
自住	QUICK ACTIONS	Assigned Task Information You have been assigned the task(s) of adding evide to Once added, Flag Complete : Orig - 5784.50 Task Message:	flag the appropriate task as complete.			
A	ALPHA INSURANCE CO (GERI BESKID) Claim# (D): KM-2022115-199801-D Demand Amt (D): \$392.25	Drop or <u>browse for files</u>		Search Evidence Search Filter by Evidence Type Select Evidence Type(s)	Q	
	BETA INSURANCE CO (KARL) Claim# (R):	File Name	Method	For Damages	Added By	Actions

Return to Task List Page

To return to the "Task List" page from a demand, click the AF logo on the left side of the page, then "My Tasks" on the menu.



A Demand Overview	Querclass Manage Arrism Oliver	Member Access Ministration	
0 8 0		About 5 Schon Hub O Vicinitia Vienna Carlos Vienna Vi	
Demand ID: 289963 Loss State - Date: FL - 05/67/2023 Issued QUICK ACTIONS	La di anti anti anti anti anti anti anti ant	Taxing Damages Worksheet Onnia Keek On This is That Safety for International as, to be completed by the tabilitative generative damages.	
A Main Actific Mens	Original Demages: \$1,50,500 Damages Worksheet 0 This is a vertrahead to internativas; to be completed by the individual approximing damages.	Wara Wange Waranda Assigned Task Information Waraki I Waraki I W Awaki Waraki I Wara	
BETA INSURANCE (SD/ASD/ Closes Efe	Assigned Task Information But Nalgend: 1/423 Automotion (2019/MINR)	trad forwards trad fo	
Bassava-20210601-1204-R Demand Arrit (D): \$2,500.09	Assignee: Domo Routing Unit Taek Meesage:	No Response Demands 04(10/2021	
ALPHA INSURANCE CO	Original Appraised Damages Minipages Minipages	Custom Reveal Stoco Not Entered	
Claimi (K): Reserve 20210601 1 204 0	Auto Damago \$2,500.00 Not Entered	Quick Assign Content S0.00 Not Entered	
Last Offer (R):	Rental \$2.00 Not Entered Towing \$2.00 Not Entered	Deductibile S0.00 N/A Subage Roovery S0.00 Not Entered	
View Damages & Liability	Other Amount \$0.00 Not Entered	Total \$2,500.00 N/A	

If visible, click "Back to Task List."

L LISSUED QUICK ACTIONS	Damages Worl This is a Worksheet for	r internal use, to be comple	ted by the individual appra	ising damages.
ALPHA INSURANCE CO (ASDFASDF SRFDASDFSD) Claime (D): Basava-20210601-1204-D	Assigned Task I Date Assigned: 1/16/7 Assigner: ROBIN ADJI Assignee: Demo Rout Task Message:	nformation 23 JSTER-04513 ing Unit	★ Task Status Open	
Demand Amt (D): \$2,000.00		Original Damages	Appraised Damages	
GEICO CORPORATE GROUP (WERFASDFSDF WEFASDFASDF)	Auto Damage	\$2,000.00	Not Entered	
Claim# (R): Basava-20210601-1204-G	Towing	\$0.00 \$0.00	Not Entered	
Last Offer (R):	Other Amount	\$0.00	Not Entered	
View Damages & Liability	Deductible Salvage Recovery	\$0.00 \$0.00	N/A Not Entered	
	Total	\$2,000.00	N/A	
	Appraisal No Edit Worksheet	Back to Task List		

Clicking the "Back to List" or the "Get Next Work" options from the demand will return the user to the primary "Work List" page, and not the "My Tasks" page.

Â	Back to List	Overview Negotiate Manage Assign Diary		
∎ Q	Loss State - Date: AR - 09/05/2021 Issued	Ad Forderse Stand Content and Stand	00 00 000	
Ê	QUICK ACTIONS	Original Damages: \$3,500.00		
∕ 1 ∧	81 81 é n	Damages Worksheet This is a Worksheet for internal use, to be completed by the individual appraising damages.		
	BETA INSURANCE CO (TRAVELER) Claim#(D): aə-20210921-1330-R Demand Amt (D): \$3,500.00	Assigned Task Information Date Assigned: 16(73 Assigned: 76(73 Assigned: 16(73) Assigned: 16(73) Task Message: Task Message:	* Task Status Open	

My "Work List" page may display pending task assignments, but can include any other demands needing attention.



*	Worklist	My۱	Work	dist 🛛									Excel Export	Full 🔻
Đ	Last refreshed at 1:14-45 PM	My Rol	le ¢	Sort	: 🔳 🕶		Claim # 🗘	Date Issued Status	Opposing Party ≑ Admin ≑	Original Amt 🗢	Offer (D) ≑ Offer (R) ≑	Last Action Last Action Days	Owner Days Issued	Actions
۹	My Worklist Custom	D		9	3 🖽 d	8	KM-20221115-190801-D	11/15/2022 Issued	BETA INSURANCE OF COLORADO	\$392.25	\$392.25	Supplement Issued 7 day(s)	JACK1 DEMANDER1 50 day(s)	÷
Ê	Issued Pre-Issued	R		θ	2 🗉 4	100	aa-20220105-1020-R	01/05/2022 Issued	BETA INSURANCE OF COLORADO	\$1,452.00	\$1,452.00	Issued 365 day(s)	Subrogation 365 day(s)	:
R	No Response All Responses	R		θ	2 🗉 🛛	2	aa-20210921-1330-D	09/21/2021 Issued	BETA INSURANCE OF COLORADO	\$3,500.00	\$3,500.00	Issued 471 day(s)	Subrogation 471 day(s)	:
	Role	R		9	2 🗉 🛛		Basava-20210601-1204-D	06/01/2021 Issued	BETA INSURANCE OF COLORADO	\$2,500.00	\$2,500.00	Issued 583 day(s)	Subrogation 583 day(s)	:
	None Selected	R		9	2 🗉 4	83	112320200745AC-D	12/30/2020 Issued	BETA INSURANCE OF COLORADO	\$8,500.00	\$8,500.00	Issued 736 day(s)	Subrogation 736 day(s)	:
	None Selected	R	-	9	2 🗉 🛛	2	121420200115AC-D	12/30/2020 Issued	BETA INSURANCE OF COLORADO	\$8,500.00	\$8,500.00	Issued 736 day(s)	Subrogation 0 736 day(s)	:
	Additional Filters	R		θ	2 🗉 4	100	KAJ20200206A	02/26/2020 Issued	BETA INSURANCE OF COLORADO	\$5,265.00	\$5,265.00	Supplement Issued 15 day(s)	Subrogation (1) 1044 day(s)	:
	None Selected 🔹	D		Θ	2 🗹 🛛	2	LL-20220307-1531-D	03/07/2022 Issued	BETA INSURANCE CO	\$10,000.00	\$10,000.00	Issued 304 day(s)	ROBIN ADJUSTER-04513 304 day(s)	:
		D		9	b	100	kaj20220720demander	07/20/2022 Issued	BETA INSURANCE OF COLORADO	\$9,000.00	\$9,000.00	Issued 169 day(s)	ROBIN ADJUSTER-04513 169 day(s)	:
	View Another User's Worklist Select User	R		9	ê II 4	a 4	Basava-20211213-1352-D	02/04/2022 Issued	BETA INSURANCE OF COLORADO	\$7,500.00	\$7,500.00	Issued 335 day(s)	Subrogation 335 day(s)	I