

E-Subro Hub Batch Print Reference Guide

January 2023



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Batch Print Access

To view a "Batch Print" menu option, a privilege will need to be assigned to your user login.

Additionally, a security administrator will need to complete a specific business unit configuration for the user login in order to define the demands that will be visible to the Batch Print associate.

There are several ways to access the "Batch Print" link.

My Arbfile Page

From the "My Arbfile" page, click on the E-Subro Hub drop-down menu, then "Batch Printing." While this is the most common path to start a Batch Print session, there are other locations on the E-Subro Hub platform to access it.



E-Subro Hub Home Page

Batch Print can be accessed from E-Subro Hub by clicking on the badge on the homepage.





Menu Links

E-Subro Hub contains menus with a link to Batch Print. The AF logo on the side menu and the "hamburger" menu at the top-left corner will open a menu tree with the "Batch Printing" option.



Batch Printing Page

The "Batch Printing" page will show actions to remove a demand from the Batch Print list and create a PDF that can be saved to a claim file or internal folder. The demands visible to the associate are dependent on the configuration created by a security administrator.

Demands on the "Batch Printing" page will remain available for up to 70 days before they are purged. It is important to remove the demands as quickly as possible.

atch Printi	ng - Den	nand Listing			
Show Demands Ready for Prin		▼ Select Business Units View Selected Business Units 305	Print Next Batch Print 0 Demand(s) C Refresh		
Select all items (on this page	Note: You may select a maximum of 10 demand	s to print at a time.		
Clear All	Role :	Opposing Party \$	Claim # 🗢	Action 🗢 Action Date 🗖	Business Unit 单
	Di R	BETA INSURANCE OF COLORADO	EJM-20221104-122542-R	Demand Issued Nov 4, 2022, 9:30:02 AM	AF Test Business Unit
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	R	BETA INSURANCE OF COLORADO	EJM-20221104-122605-R	Demand Issued Nov 4, 2022, 9:30:03 AM	AF Test Business Unit
	R	BETA INSURANCE OF COLORADO	EJM-20221104-122826-R	Demand Issued Nov 4, 2022, 9:30:03 AM	AF Test Business Unit
	R	BETA INSURANCE OF COLORADO	EJM-20221104-122415-R	Demand Issued Nov 4, 2022, 9:30:03 AM	AF Test Business Unit
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	p R	BETA INSURANCE OF COLORADO	EJM-20221104-122613-R	Demand Issued Nov 4, 2022, 9:30:04 AM	AF Test Business Unit
	R	BETA INSURANCE OF COLORADO	EJM-20221104-122502-R	Demand Issued Nov 4, 2022, 9:30:04 AM	AF Test Business Unit



Print Next Batch

The "Print Next Batch" action will automatically move a number of demands to a zip folder. By default, the number of demands set by a company configuration is usually five or 10. This will always pull the next demands that are "Ready for Print" regardless of other selections and is the most common action in order to efficiently move files out of the "Batch Print" page.

Select All Items on This Page

The "Select All Items on This Page" option allows the associate to select all 10 demands on the page to be sent to a zip folder.

Check Box Option

The check box option allows individual demands to be checked and sent to a zip folder. The demands can be selected from any page, but only up to 10 demands at a time.

Print # Demand(s)

The "Print # Demand(s)" action will move a number of selected demands to a zip folder. The demands are chosen individually under the check box option or with the "Select All Items on This Page" choice and is not associated with the "Print Next Batch" action.

Refresh

The "Refresh" action will update the page with additional demands that have moved to the "Batch Printing" page.

Show Demands Ready for Print View Selected Business Units View Selected Business Units				h Print 4 Demand(s) 🖉 Refresh]	
elect all iter	ns on thi	s page 🛛 N	te: You may select a maximum of 10 demands to print at a time.			
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Zip Folder

When a batch of demands is pulled off of the list, a zip folder is created with the individual PDF demand files. The PDF file name will correspond to the claim number associated with the demand for easy identification.

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	Name	Туре	Compressed size	Password	Size	Ratio	Date modified
	O4513-309561-EJM-20221104-12241	Chrome HTML Document	66 KB	No	71 KB	7%	12/16/2022 8:16 PM
A	04513-309671-EJM-20221104-12254	Chrome HTML Document	68 KB	No	73 KB	7%	12/16/2022 8:16 PM
*	04513-309701-EJM-20221104-12260	Chrome HTML Document	67 KB	No	72 KB	7%	12/16/2022 8:16 PN
*	 04513-309701-EJM-20221104-12260 04513-309761-EJM-20221104-12265 		67 KB 68 KB		72 KB 73 KB		12/16/2022 8:16 PN 12/16/2022 8:16 PN

Show Demands

"Show Demands" provides several pre-selected lists of demands to be moved for retention. These lists would be used with "Select All Items on This Page" or the check box option for creating a batch.

- "Ready for Print" will show the default list of demands ready to be removed. The associate can use "Select All Items on This Page" or the check box option to select up to 10 demands from this list to print.
- **"Printed Today"** will create a copy of demands already printed for the day. Again, the associate can use "Select All Items on This Page" or the check box option to select up to 10 demands from this list to print.
- "Printed Yesterday" will create a copy of demands already printed the prior day. As noted, the associate can use "Select All Items on This Page" or the check box option to select up to 10 demands from this list to print.
- "Specify Printed Date Range" will create a copy of demands already printed in the date range. The associate can use "Select All Items on This Page" or the check box option to select up to 10 demands from this list to print. There is a limitation of 70 days from the Batch Print Action Date to view the files.



atch Printing - Demand Listing			
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Printed Yesterday	Claim # 🗢	Action 🗢 Action Date 📤	Business Unit 🗢
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BETA INSURANCE OF COLORADO	EJM-20221104-122730-R	Demand Issued Nov 4, 2022, 9:30:05 AM	AF Test Business Unit
BETA INSURANCE OF COLORADO	EJM-20221104-122737-R	Demand Issued Nov 4, 2022, 9:30:05 AM	AF Test Business Unit
BETA INSURANCE OF COLORADO	EJM-20221104-122628-R	Demand Issued Nov 4, 2022, 9:30:05 AM	AF Test Business Unit
R BETA INSURANCE OF COLORADO	EJM-20221104-122753-R	Demand Issued Nov 4, 2022, 9:30:05 AM	AF Test Business Unit
BETA INSURANCE OF COLORADO	EJM-20221104-122745-R	Demand Issued Nov 4, 2022, 9:30:05 AM	AF Test Business Unit
BETA INSURANCE OF COLORADO	EJM-20221104-122510-R	Demand Issued Nov 4, 2022, 9:30:06 AM	AF Test Business Unit

Select Business Units

"Select Business Units" allows the associate to determine which demands to view on the "Batch Print" page based on the originating business unit. The business unit configuration cannot be changed in the menu (that would need to be revised by the security administrator). The Batch Print business units do not define ownership of the demands submitted to Batch Print, only the association to the assigned user login.

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	B	R	BETA INSURANCE OF COLORADO		EJN	M-20221107-103523-R	Demand Issued Nov 7, 2022, 7:40:06 AM	AF	Test Business Unit
	B	R	BETA INSURANCE OF COLORADO		EJM	M-20221107-103531-R	Demand Issued Nov 7, 2022, 7:40:04 AM	AF	Test Business Unit



"View Selected Business Units" allows the user to see the business units selected to create the list of Batch Print demands on the page.

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ds Print		Select Business U View Selected Busines	AF Test Business Unit	ALPHA INSURANCE CO		I	
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-					Demand Issued		

Batch Print Columns

"Batch Print Columns" allows the associate to open a PDF icon and sort the list of demands.

- **PDF icon** allows the user to open the file as PDF.
- Role allows the user to sort the list by Demander or Responder.
- **Opposing Party** allows the user to sort the list alphabetically by the other party.
- Claim # allows the user to sort the list alpha-numerically by the claim number.
- Action allows the user to sort the list by the "Batch Print" trigger action.
- Action Date allows the user to sort the list by "Batch Print" trigger action date.
- Business Unit allows the user to sort the list alphabetically by originating business unit.

Batch Printing - Demand Listing		
Show Demands Ready for Print	usiness Units Print Next Batch Print 0 Demand(s)	Refresh
Select all items on this page Note: You may select a maxim	mum of 10 demands to print at a time.	
Clear I 🔀 Role 🗢 Opposing Party 🗢	Claim # 🗢	Action \Leftrightarrow Business Unit \Leftrightarrow
BETA INSURANCE OF COL	ORADO EJM-20221104-122542-R	Demand issued AF Test Business Unit Nov 4, 2022, 9:30:02 AM
BETA INSURANCE OF COL	ORADO EJM-20221104-122651-R	Demand Issued AF Test Business Unit
		Demand Issued

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