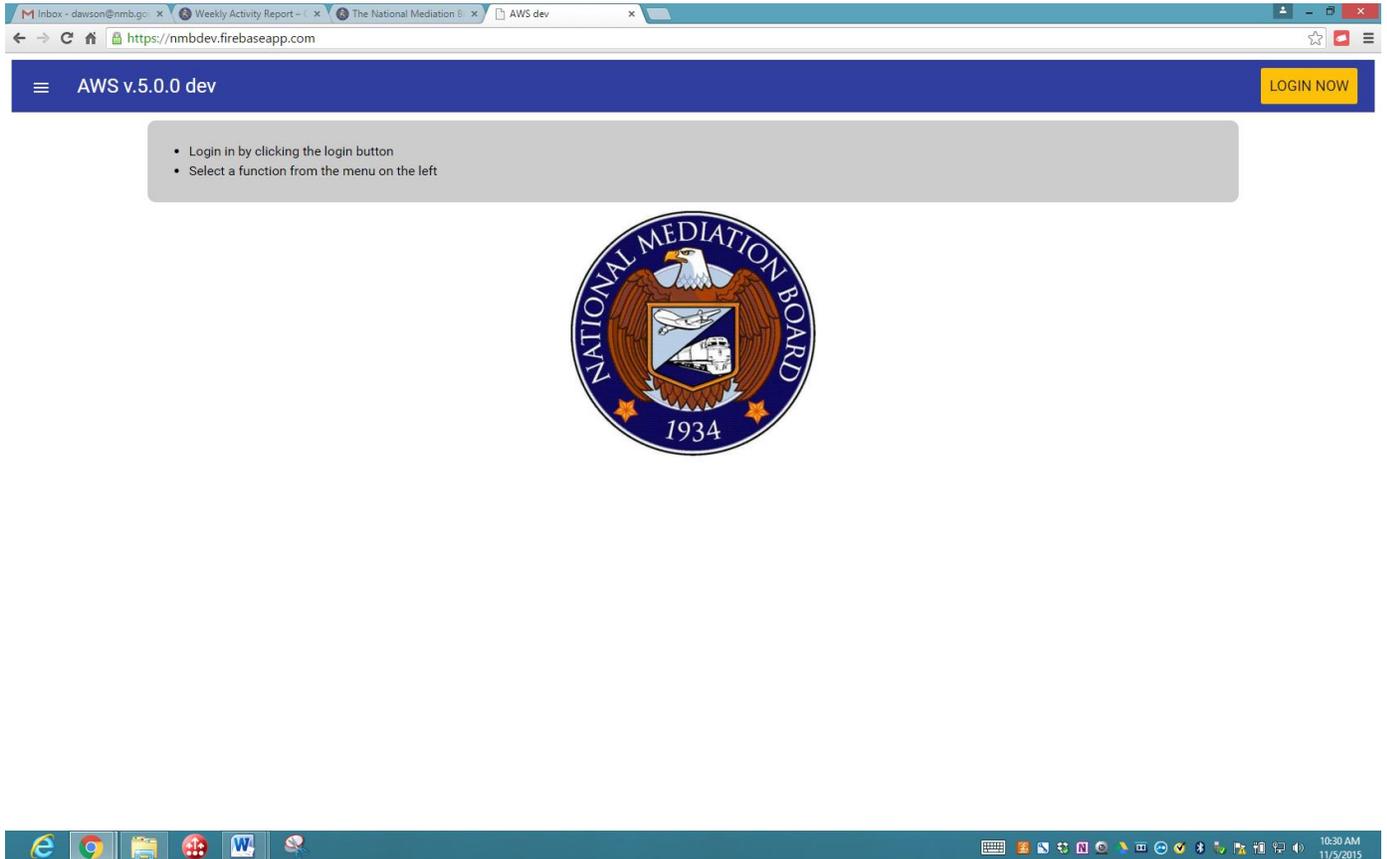# Arbitrator Work Space

User Guide

General
To use this application, users must have a valid Google Gmail account and they must be using the current version of Google's Chrome browser.

Registration page
Clicking this link takes you to the login page. https://aws.nmb.gov/.

Click the LOGIN button. You will be asked to login to the Google Gmail account you will use for this application. The Google Gmail account is used for user authorization.

The Arbitrator clicks the "hamburger" menu icon in the upper left corner of the screen and selects an item to work on. The "hamburger" menu item looks like this: ☰

If the new AWS doesn't recognize the user, it asks the user to supply a correspondence email address and register. The user registering has not been verified as an arbitrator role in the system at this point and he/she is asked to send an email to Arbitration requesting activation of his registration. The email address is the address to which the Arbitrator wants emails sent. This can be any valid email address and does not have to be a Gmail address.

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APRIL DAWSON, LOGOUT?

- Login in by clicking the login button
- Select a function from the menu on the left

Arbitrator Work Space Registration

You have opened this application in a browser that is logged into Google with a valid account. However the system doesn't recognize your account as being registered in our system.

If you would like to register this account, follow the steps below:

1. Enter an email for correspondence in the field below (it can be the same or different than the Google account you've logged in with.) The AWS uses the correspondence email address for communication with an Arbitrator (eg confirmation emails, approval emails, etc.).

2. Click on the REGISTER button.
3. Send an email to arb@nmb.gov requesting that your account be activated.

REGISTER   CANCEL

Once an Arbitrator has been registered and activated and logs into the AWS using his Gmail credentials, he/she will see the screen below.
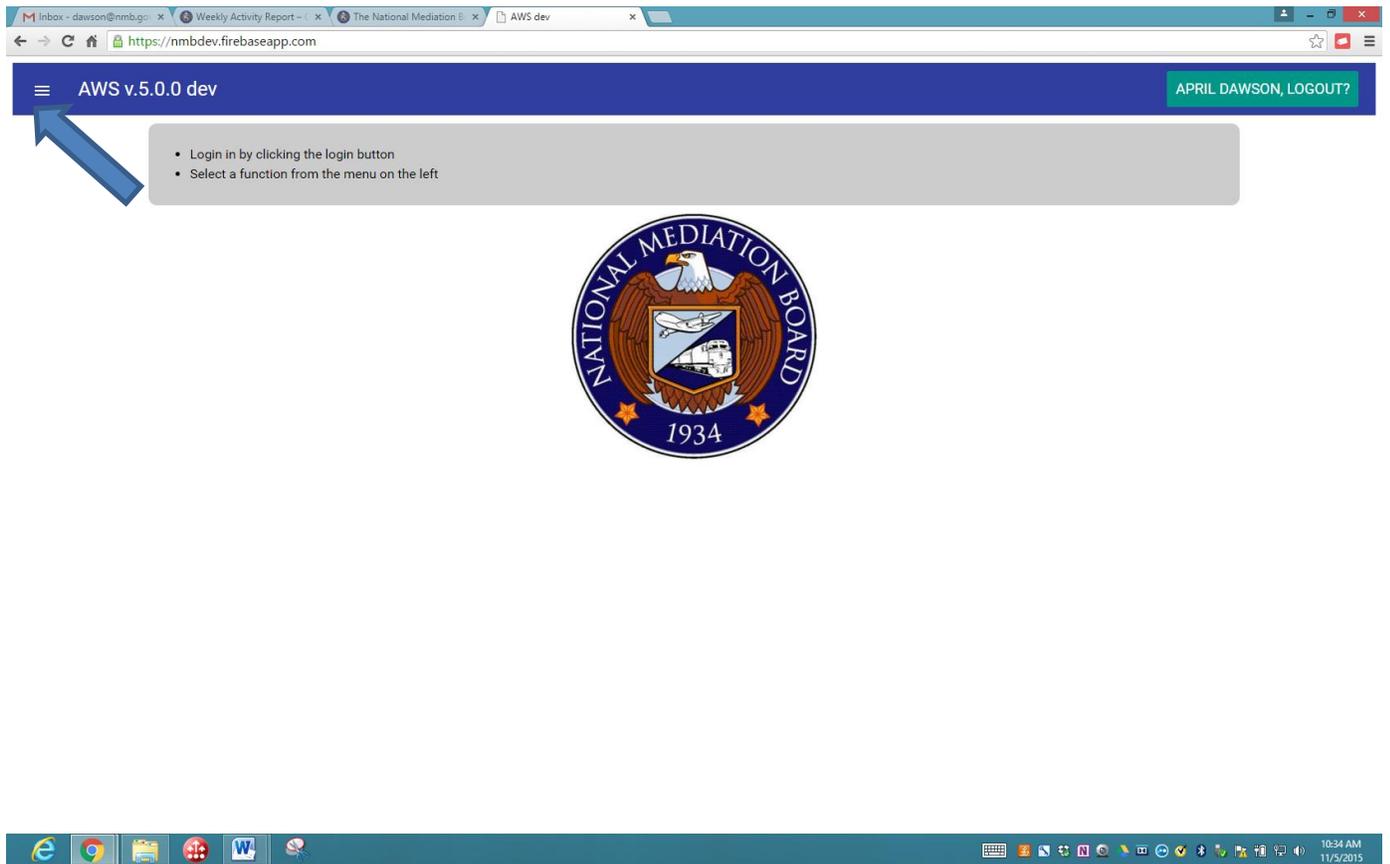
Select *Case Scheduling* from the menu.

Selecting **_Case Scheduling_** displays a screen like the following. This screen is used to indicate which cases an Arbitrator wants to hear and the month he wants to hear the cases. It also allows the Arbitrator to forecast writing (cases you plan to write on).

All of the assigned cases for an Arbitrator are shown. An Arbitrator may choose a Hearing Date by clicking on any of the buttons in the Hear Schedule column. Those with a date may be changed. Those cases NOT SCHEDULED may be scheduled. The hearing date must be the current date or later date but cannot exceed 120 days from the date the case was assigned.

An Arbitrator may forecast Writing (cases you plan to write on) Dates by clicking the date button in the Write Forecast column.

Click on the *Monthly Submissions* to arrange Travel and/or Report working on cases.

Monthly Submission screen looks like this:

Pending Request

Approved Request

Submitted Request

Submitted Report

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APRIL DAWSON, LOGOUT?

Click on a Month:

November, 2015
December, 2015
January, 2016

NEW   DELETE

Summary for: January, 2016

	Forecast	Actual
Write Fees	$0	$

	Requested	Actual
Hearing Fees	$	$

	Requested	Approved
Travel Expense	$0	$
Lodging	$	$
Incidentals	$	$

Cases →

Travel →

SUBMIT WORK SCHEDULE FOR JANUARY, 2016

Summary for the Month Selected

Click this button to DELETE a Pending Request

Click this button to create a NEW Pending Request

Case number		Union
AD -00003-000026		Washington Terminal Association of Yardmasters
AD -00005-000126	Stock Yards District Agency	Yardmasters Association
AD -00005-000127	Stock Yards District Agency	Yardmasters Association
AD -00006-000009	Air Canada	Wright Air Lines Flight Attendants Association
AD -00006-000010	Air Canada	Wright Air Lines Flight Attendants Association

In this area you will see forcasted cases or travel

Click on a month to select it to work on – you may only work on Pending Requests or Approved Requests

For a **Pending Request**, a Request that you are in the process of creating, the following screen appears.

Only cases forecasted for the selected month are shown.

Triplegs are created by clicking the **Travel** button.

When you click *Travel*, the following screen appears.

Click *Cases* to go back to forecasted cases.

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This screen is displayed for an Approved Request (Report). Use this screen to report on work done in a month.