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.
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 (e.g. confirmation emails, approval emails, etc.).

   _______

2. Click on the REGISTER button.
3. Send an email to ask@inmb.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:
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 **Travel** to create "triplegs" for cases you will travel to hear in this month.
- Submit the Request after creating "triplegs" and forecasting cases.
- Enter Origin, Destination, Departure Date, mode of travel, rental car if needed, and travel expenses.
- You may delete a "tripleg" if you made an error.
- Select the cases you will be traveling to hear for this month.
- Click to add the "tripleg".

Click **Cases** to go back to forecasted cases.
This screen is displayed for an Approved Request (Report). Use this screen to report on work done in a month.

Click Submit when you have finished filling in the Report.

Select date, decision and attach a draft award for the cases you have written in the month.

Enter the date you heard a case or select not heard.