

# Arbitrator Work Space User Guide



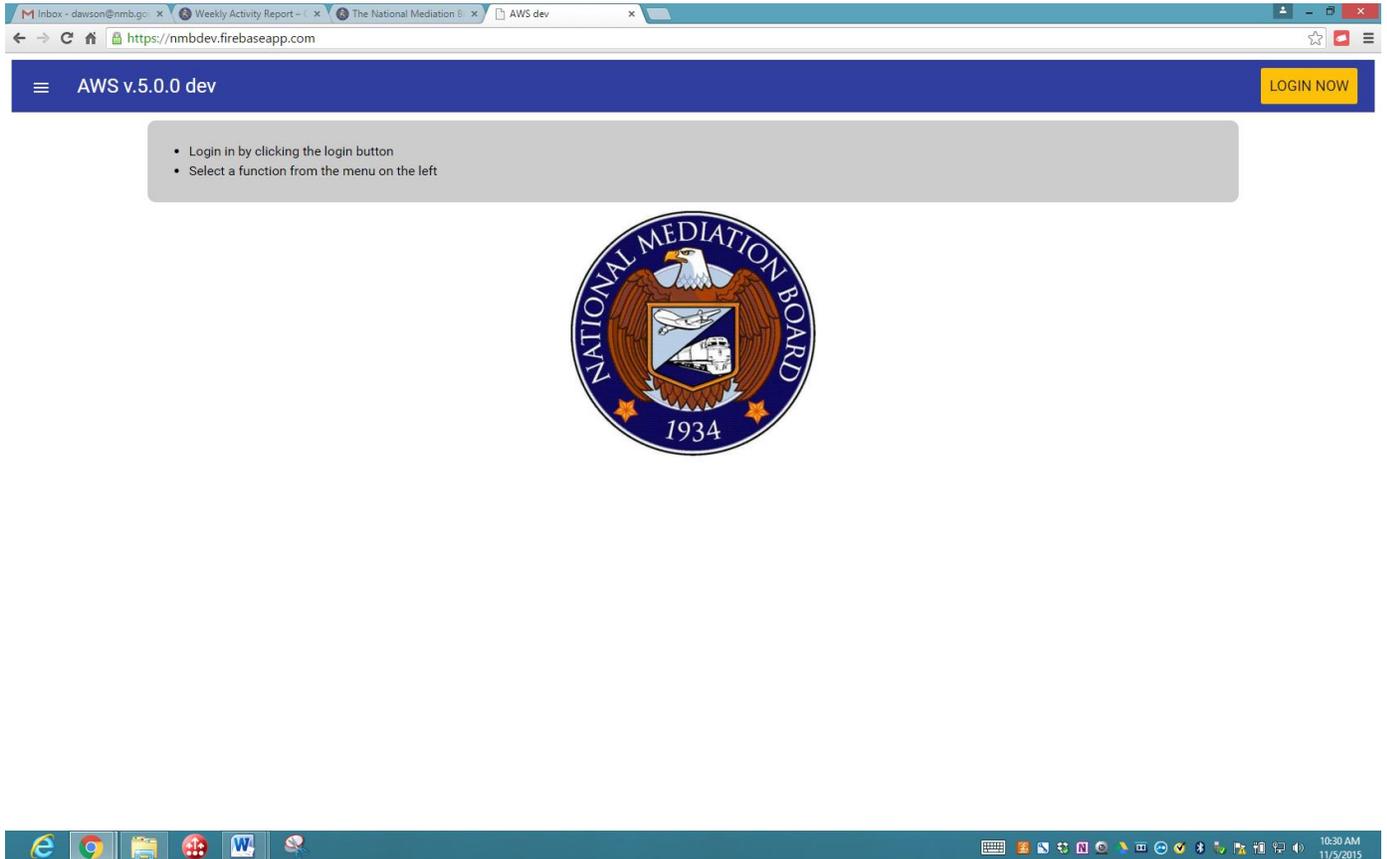
V.1

## 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.

Inbox - dawson@nmb.gov x Weekly Activity Report - x The National Mediation B: x AWS dev x

https://nmbdev.firebaseio.com

AWS v.5.0.0 dev APRIL DAWSON, LOGOUT?

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

**NATIONAL MEDIATION BOARD**

### 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.).

---

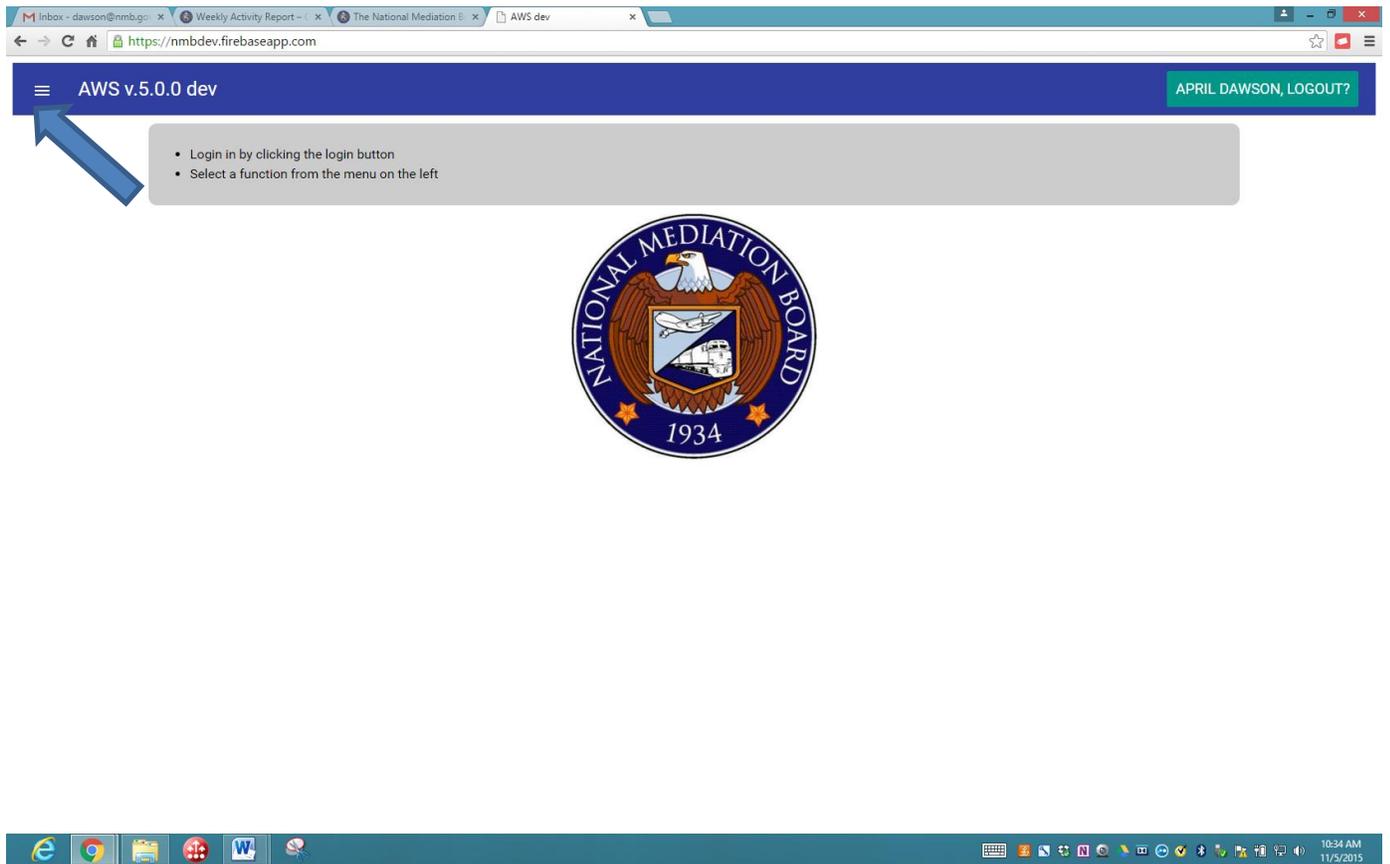
2. Click on the REGISTER button.
3. Send an email to arb@nmb.gov requesting that your account be activated.

REGISTER CANCEL

10:25 AM 11/5/2015

V.1

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



V.1

Select *Case Scheduling* from the menu.

The screenshot shows a web browser window with the address bar displaying `https://nmbdev.firebaseio.com`. The browser has several tabs open: 'Inbox - dawson@nmb.gov', 'Weekly Activity Report', 'The National Mediation Board', and 'AWS dev'. The page features a dark blue header with a navigation menu on the left containing 'Home', 'Case Scheduling', and 'Monthly Sessions'. A blue arrow points to the 'Case Scheduling' menu item. In the top right corner of the header, there is a green button labeled 'APRIL DAWSON, LOGOUT?'. A grey text box below the menu contains the text: 'Clicking the login button is an action from the menu on the left'. Centered below the menu is the National Mediation Board logo, which is a circular seal featuring an eagle with wings spread, holding a shield with a scale of justice and a gavel. The text 'NATIONAL MEDIATION BOARD' is written around the top of the seal, and '1934' is at the bottom. The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock displaying '10:38 AM 11/5/2015'.

## V.1

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).

Case	assigned on:	hear by:	Hear Schedule:	write by:	Write Schedule:
AD-00002-000056 CASBoston - ADA	11/5/2015	3/31/2016	11/28/2015	3/31/2016	11/30/2015
AD-00002-000057 CASBoston - ADA	11/5/2015	3/31/2016	12/9/2015	3/31/2016	11/27/2015
AD-00002-000058 CASBoston - ADA	11/5/2015	3/31/2016	11/26/2015	3/31/2016	12/16/2015
AD-00003-000026 RYAN - WTAY	11/5/2015	3/31/2016	12/31/2015	3/31/2016	1/6/2016
AD-00005-000126 SYDA - YA	11/5/2015	3/31/2016	11/19/2015	3/31/2016	1/29/2016
AD-00005-000127 SYDA - YA	11/5/2015	3/31/2016	12/24/2015	3/31/2016	1/22/2016
AD-00006-000009 ACA - WALFAA	11/5/2015	3/31/2016	12/28/2015	3/31/2016	1/14/2016
AD-00006-000010 ACA - WALFAA	11/5/2015	3/31/2016	12/31/2015	3/31/2016	1/29/2016
AD-00006-000011 ACA - WALFAA	11/5/2015	1/31/2016	NOT SCHEDULED	1/31/2016	NOT SCHEDULED
AD-00006-000012 ACA - WALFAA	11/5/2015	1/31/2016	NOT SCHEDULED	1/31/2016	NOT SCHEDULED
AD-00006-000013 ACA - WALFAA	11/5/2015	1/31/2016	NOT SCHEDULED	1/31/2016	NOT SCHEDULED
AD-00006-000014 ACA - WALFAA	11/5/2015	1/31/2016	NOT SCHEDULED	1/31/2016	NOT SCHEDULED
AD-00006-000015			NOT		NOT

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.

The screenshot shows a web browser window with the URL <https://nmbdev.firebaseio.com>. The page has a dark blue header with the text "APRIL DAWSON, LOGOUT?". A sidebar menu on the left contains the following items: "Home", "Case Scheduling", and "Monthly Submissions". A blue arrow points from the "Monthly Submissions" menu item to the corresponding row in the table below. The table has the following columns: "hear by:", "Hear Schedule:", "write by:", and "Write Schedule:". The rows represent various cases, some with scheduled dates and others marked as "NOT SCHEDULED".

	hear by:	Hear Schedule:	write by:	Write Schedule:
CASBoston - ADA	3/31/2016	11/28/2015	3/31/2016	11/30/2015
AD -00002-000057 CASBoston - ADA	11/5/2015 3/31/2016	12/9/2015	3/31/2016	11/27/2015
AD -00002-000058 CASBoston - ADA	11/5/2015 3/31/2016	11/26/2015	3/31/2016	12/16/2015
AD -00003-000026 RYAN - WTAY	11/5/2015 3/31/2016	12/31/2015	3/31/2016	1/6/2016
AD -00005-000126 SYDA - YA	11/5/2015 3/31/2016	11/19/2015	3/31/2016	1/29/2016
AD -00005-000127 SYDA - YA	11/5/2015 3/31/2016	12/24/2015	3/31/2016	1/22/2016
AD -00006-000009 ACA - WALFAA	11/5/2015 3/31/2016	12/28/2015	3/31/2016	1/14/2016
AD -00006-000010 ACA - WALFAA	11/5/2015 3/31/2016	12/31/2015	3/31/2016	1/29/2016
AD -00006-000011 ACA - WALFAA	11/5/2015 1/31/2016	NOT SCHEDULED	1/31/2016	NOT SCHEDULED
AD -00006-000012 ACA - WALFAA	11/5/2015 1/31/2016	NOT SCHEDULED	1/31/2016	NOT SCHEDULED
AD -00006-000013 ACA - WALFAA	11/5/2015 1/31/2016	NOT SCHEDULED	1/31/2016	NOT SCHEDULED
AD -00006-000014 ACA - WALFAA	11/5/2015 1/31/2016	NOT SCHEDULED	1/31/2016	NOT SCHEDULED
AD -00006-000015		NOT		NOT

**Monthly Submission** screen looks like this:

The screenshot shows the AWS v.5.0.0 dev interface for the Monthly Submission screen. The browser address bar shows <https://nmbdev.firebase>. The user is logged in as APRIL DAWSON, with a LOGOUT? button in the top right.

**Callouts:**

- Pending Request:** Points to the 'NEW' button in the 'Click on a Month:' section.
- Approved Request:** Points to the 'DELETED' button in the 'Click on a Month:' section.
- Submitted Request:** Points to the 'NEW' button in the 'Click on a Month:' section.
- Submitted Report:** Points to the 'DELETED' button in the 'Click on a Month:' section.
- Summary for the Month Selected:** Points to the 'Summary for January, 2016' section.
- Click this button to DELETE a Pending Request:** Points to the 'DELETED' button in the 'Click on a Month:' section.
- Click this button to create a NEW Pending Request:** Points to the 'NEW' button in the 'Click on a Month:' section.
- In this area you will see forecasted cases or travel:** Points to the 'Cases' and 'Travel' buttons in the right-hand panel.
- Click on a month to select it to work on – you may only work on Pending Requests or Approved Requests:** Points to the 'Click on a Month:' section.

**Summary for January, 2016:**

	Forecast	Actual
Write Fees	\$0	\$
Requested		
	Requested	Actual
Hearing Fees	\$	\$
Approved		
	Requested	Approved
Travel Expense	\$0	\$
Lodging	\$	\$
Incidentals	\$	\$

**Table:**

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

**Buttons:**

- NEW:** Green button to create a new pending request.
- DELETED:** Red button to delete a pending request.
- Cases:** Yellow button with a right arrow.
- Travel:** Yellow button with a right arrow.
- SUBMIT WORK SCHEDULE FOR JANUARY, 2016:** Yellow button.

**Footer:** 10:57 AM 11/5/2015

V.1

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

The screenshot displays the NMB Arbitration 2 web application. The interface includes a navigation menu, a 'Click on a Month' selector, a 'Summary for: September, 2015' table, and a 'Cases' table. A 'Travel' button is highlighted with a yellow box and a 'SUBMIT WORK SCHEDULE FOR SEPTEMBER, 2015' message. Blue callout boxes provide instructions: 'Click Cases to see forecasted cases you plan to write in the selected month.' and 'Submit the Request after creating "triplegs" and Forecasting cases.' A blue box at the bottom of the table says 'Cases forecasted for writing appear here'.

Case number	Partner	Writing Forecast
AAA-0001-002002	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002003	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002004	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002005	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002006	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002007	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002008	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002009	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002010	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002011	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002012	YVR - BSMA	<input checked="" type="checkbox"/>
AAA-0001-002013	YVR - BSMA	<input checked="" type="checkbox"/>
AAA-0001-002014	YVR - BSMA	<input checked="" type="checkbox"/>
AAA-0001-002015	YVR - BSMA	<input checked="" type="checkbox"/>
AAA-0001-002016	YVR - BSMA	<input checked="" type="checkbox"/>
AAA-0001-002017	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002018	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002019	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002020	YVR - BSMA	<input checked="" type="checkbox"/>
AAA-0001-002021	YVR - BSMA	<input checked="" type="checkbox"/>
AAA-0001-002022	YVR - BSMA	<input checked="" type="checkbox"/>
AAA-0001-002023	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002024	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002025	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002026	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002027	YVR - BSMA	<input type="checkbox"/>
AAA-0001-002028	YVR - BSMA	<input type="checkbox"/>

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.

The screenshot shows the 'Awsarb5 Demo' application interface. At the top, there are navigation tabs for 'Cases' and 'Travel'. A yellow button labeled 'SUBMIT WORK SCHEDULE FOR SEPTEMBER, 2015' is visible. Below this, there are several sections: 'Click on a Month:' with buttons for 'NEW' and 'DELETES'; 'Summary for: September, 2015' with a table of financial data; and a 'Travel' form with fields for Origin, Destination, Departure Date, Mode, Rental Car, and cost estimates. A list of cases is shown at the bottom with radio buttons and a 'DELETE' button. Callouts provide instructions: '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', 'You may delete a "tripleg" if you made an error.', 'Select the cases you will be traveling to hear for this month.', and 'Click to add the "tripleg".'

Summary for: September, 2015			
	Requested	Approved	Actual
Hearing Fees	\$150	\$0	\$0
Write Fees		\$5400	\$0
Forecast		Actual	
	Requested	Approved	
Travel Expense	\$1000	\$0	
Lodging	\$100	\$0	
Incidentals	\$50	\$0	

Origin	Destination	Departure	Mode	Rental Car	Estimated Travel	Estimated Lodging	Estimated Incidentals
BWILAX	LAX	9/16/2015	air	false	1000	100	50

- AAA-00001-002010, BWILAX
- AAA-00001-002014, BWILAX
- AAA-00001-002017, BWILAX
- AAA-00001-002018, BWILAX
- AAA-00001-002019, BWILAX

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 on a Month:**

November, 2015 [arrow] [arrow] [arrow] [check]

December, 2015 [arrow] [arrow] [arrow] [check]

January, 2016 [arrow] [arrow] [arrow] [check]

**NEW** **DELETE**

**Summary for: December, 2015**

	Forecast	Actual
Write Fees	\$600	\$600

	Requested	Actual
Hearing Fees	\$180	\$60

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

**SUBMIT WORK REPORT FOR DECEMBER, 2015**

Click Submit when you have finished filling in the Report.

**Hearing**

AD-XXXXX-XXXXXX	date heard	h/a	not heard
AD-00002-000057	date heard	n/a	<input type="radio"/>
AD-00003-000026	date heard	n/a	<input type="radio"/>
AD-00005-000126	date heard	n/a	<input type="radio"/>
AD-00005-000127	date heard	n/a	<input type="radio"/>
AD-00006-000009	date heard	2015-12-4	<input checked="" type="radio"/>
AD-00006-000010	date heard	2015-12-15	<input type="radio"/>

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

**Writing**

AD-00002-000058 CASBoston - ADA

date written: 2015-12-3 Decision: Dismissed not written

Award: avd\_11\_05\_2015.pdf  
[Download](#) [Clear](#)

Select New Award:  
[Choose File](#) | avd\_11\_05\_2015.pdf

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