Awards

1. Welcome to the Mediation Tribunal Association Online Case Evaluation training.

2. This tutorial will cover the process of "Viewing, Responding to Awards".

3. To proceed with this tutorial, you must have already registered for an account with the MTA application. If you have not registered yet, please view our initial tutorial on "how to register and log in" to the application.

4. To begin, log in to the site **www.mediationtribunal.org**.

5. Once the site loads, please find the **MTA LOG IN** icon and login with your account details.

6. Once logged in, a timer starts counting down the duration on inactivity. For your security, the system automatically logs you off upon 20 minutes of inactivity. When clicked on something, the clock refreshes itself.

7. If you are an Attorney and not an Evaluator, you will have only one option on the left navigation bar, with a disc icon.

8. If you are an Attorney and also an Evaluator, you will have two options.
   a. You can either view your cases as an attorney (disc icon)
   b. Or else, your cases as an evaluator (headphones Icon)

9. When clicked, it opens up to either "My Cases as Attorney" and/or "My cases as Evaluator" with a clickable "My cases" right below, please click to view your cases.

10. You will then be redirected to either to an "ATTORNEY VIEW" (If "My Cases as Attorney" is clicked) or Evaluator View (If "My Cases as Evaluator" is clicked), where you can view all of your cases ordered by current date.

11. You can choose the Date filter or Case Number filter to choose the case of your selection.

12. If you are part of the case which has already been evaluated and if, you have been awarded, you will have "Awards" under the "Actions" tab for that case.

13. To view the award, click the "Awards" under "Actions" tab.

14. To respond to the award, click the "Enter Response" which will redirect you to the "Response" screen.

15. Once on the screen, choose one of the 4 responses available on the Response drop down list
    a. Accept
    b. Limited Accept
    c. No Response
    d. Reject

16. If you want to set a condition to your response, chose one from the "Response Condition" before you click "Save Response".

17. If you wish to edit your information or log off at any moment of time, click on the banner where it says "Hello <your first name> <last name>" located on the top right corner, to drop down two options,
    a. My profile -> where you can edit your current profile information.
    b. Logout -> to logout of the system.

Thank you.