Air Resources Board

Manufacturer Document Management System (DMS) TRAINING

July 2008

California Environmental Protection Agency

Air Resources Board

Agenda

1. DMS Overview
2. Tools to Submit Documents
3. DMS Live Demo
   - Log-in
   - DMS features
   - Review the submission process
4. Questions and Answers

DMS Overview

What is DMS ?

- System to Track & Store
  - Electronic Certification Documents (pdf, doc, etc.)
  - Electronic Images (jpg, gif, etc.)
- System to Reduce Paperwork and Improve the Certification Process

ARB DMS Components

- SECURITY
  - Protection from tampering/destroying documents
  - Protection from unauthorized access
  - A manufacturer can only see its own documents
- WORKFLOW
  - Rules for transferring documents
- Document Organization
  - DOMAIN

    A domain represents a relatively independent business unit with their own independent documents and rules

    - File management (directory structure)
    - Document Types and Metadata
    - Document Naming Convention

Document Organization Strategy DMS DOMAINS

On Road

- Light Duty (ARB_ON_ROAD)
- Motorcycle (ARB_HMC_OFMC_ATV_EGC)
- Heavy Duty (ARB_HEAVY_DUTY)

Off Road

- All Categories (ARB_OFF_ROAD)
  (SSIE/OFCI/SIME/LSIE)

Document Organization Strategy

- Predefined directory structure
- All manufacturers in the SAME category have the SAME structure
- Assigned document types for each folder

Tools

- DMS User Guide
  - File Naming Convention
  - Document Type and Metadata
  - Directory Structure
  - Workflow Naming Guide

Tools

– File Naming Convention

CBI_7AM4M_Common_RFA1ABT_.pdf

Confidentialty	Applicability	Information
(**3** Characters + Underscore)	(**12** Characters + Underscore)	(**7** Characters+ Underscore)

Tools

Directory Structure

- 02 MFR LD TEMPLATE
  - CATEGORY COMMON INFORMATION
  - MDV
  - PC\LDT
    - 2007
      - CBI APPLICATION
        - CORRESPONDENCE
          - DURABILITY
          - EMAILS
          - EVAPORATIVE
          - EXHAUST
          - MISCELLANEOUS
          - SFTP
        - TG(n) SPECIFIC
          - TG1 name
          - TG2 name
      - FOIA APPLICATION
        - TG(n) SPECIFIC
          - TG1 Name
          - TG2 Name
      - PUBLICATIONS
        - OWNERS MANUAL
        - SERVICE MANUAL
        - TSB
        - WARRANTY MANUAL

- **•LD Correspondence**
- **•LD CBI TG Certification Application-TG Specific**
- **•LD FOI TG Certification Application-TG Specific**
- **•Publications**

DMS DEMO
Features and Functions

- ARB Document Management System Login
- How to Change the Password
- File Browser Tab
  - The Directory Tree vs. List View
- News Board Tab
- Calendar Tab

DMS DEMO
Features and Functions

- Create an engine, or test group folder
- Use folder properties to reduce metadata entry
- Upload a document and add metadata
- View the properties of a document
- Rename documents and folders
- Check-in/Check-out Mechanism

DMS Steps to Submit a Document

NAME FILE

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PLACE IN DIRECTORY TREE

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CHOOSE DOCUMENT TYPE

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PROVIDE METADATA

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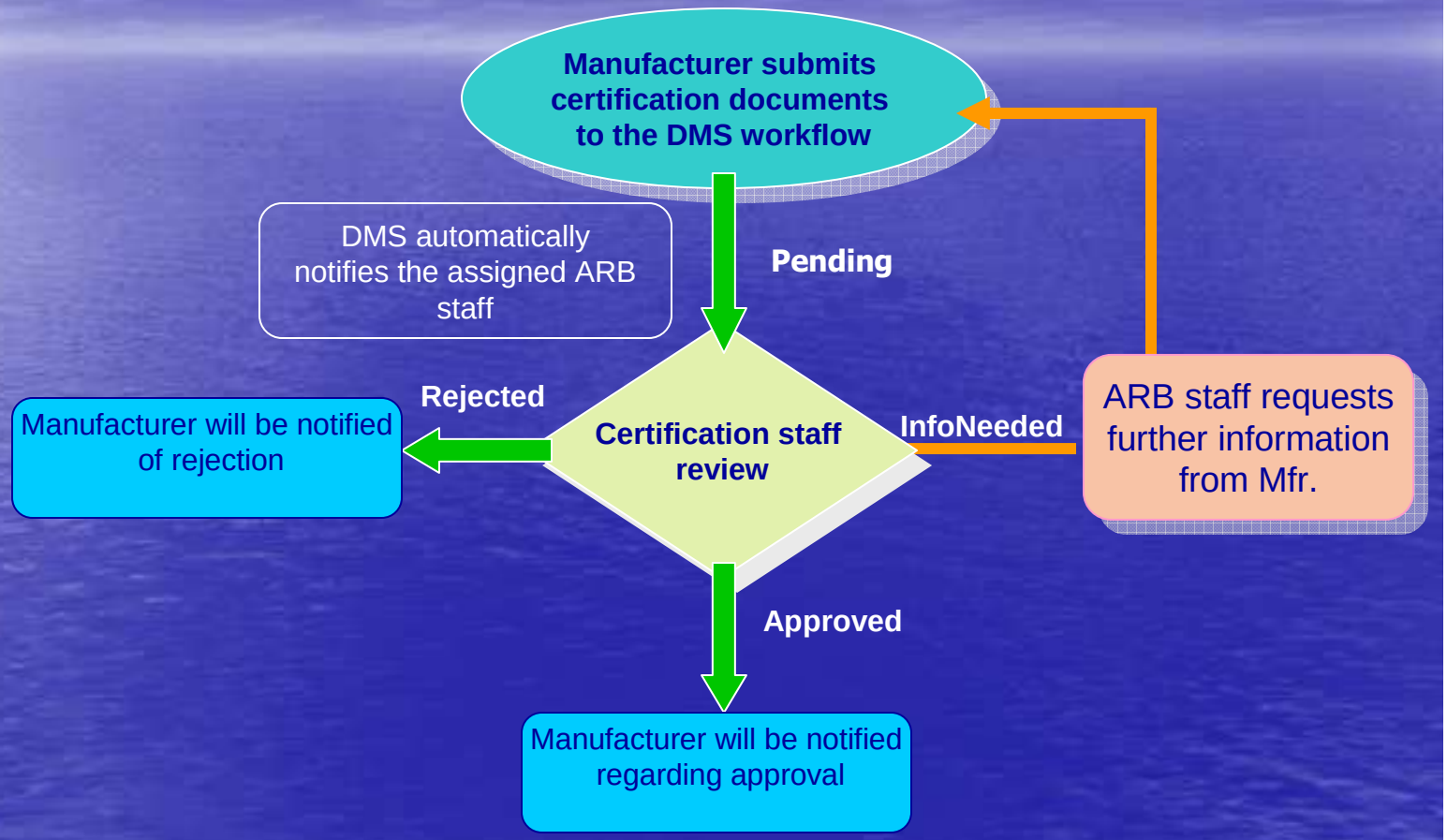
INITIATE WORKFLOW

DMS
Example of a Workflow Process



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DMS Live Demo
Workflow Example 1

1. Manufacturer will upload an **Emission Label Format** for approval
2. Manufacturer will submit document to the workflow, then will link the emission label and the application
3. ARB staff will approve the **Emission Label Format** without changes
4. Manufacturer will check the document status

DMS Document Submission Summary

We learned how to:

1. Upload document
2. Submit document to the workflow for approval
3. Check document status
4. Check workflow status
5. Link documents

DMS Live Demo
Workflow Example 2

Manufacturer already uploaded the Application

1. Manufacturer will submit uploaded document to the workflow
2. ARB staff will review submission
3. Manufacturer will receive a notification requesting changes from the ARB staff

DMS Live Demo
Workflow Example 2

4. Manufacturer will revise the document retaining original name and resubmit to existing workflow process

5. ARB staff will review submission and approve the application

6. Manufacturer will check on the DMS the approval of the application

DMS Workflow Example 2 Summary

We learned how to:

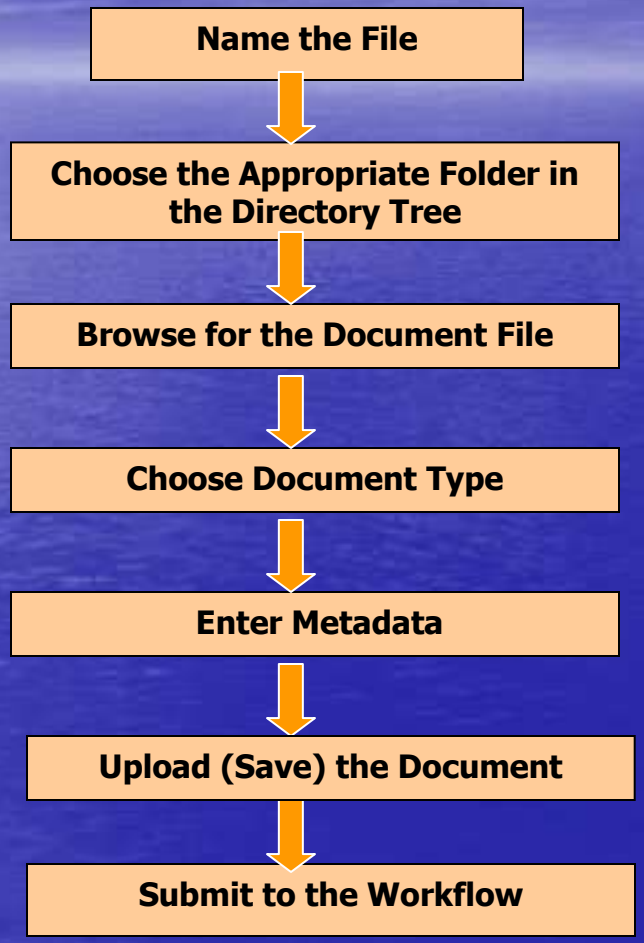
1. Submit uploaded document to the workflow
2. Identify and check a notification requesting changes from ARB staff
3. Submit additional documents or a new version to an existing workflow

DMS Workflow Example 2 Summary

We learned how to:

4. Check document and workflow status
5. Check for notification of approval
6. Access different versions and add comments
7. Compare documents

Major Steps of Document Submission to the ARB DMS



DMS
Additional Features Summary

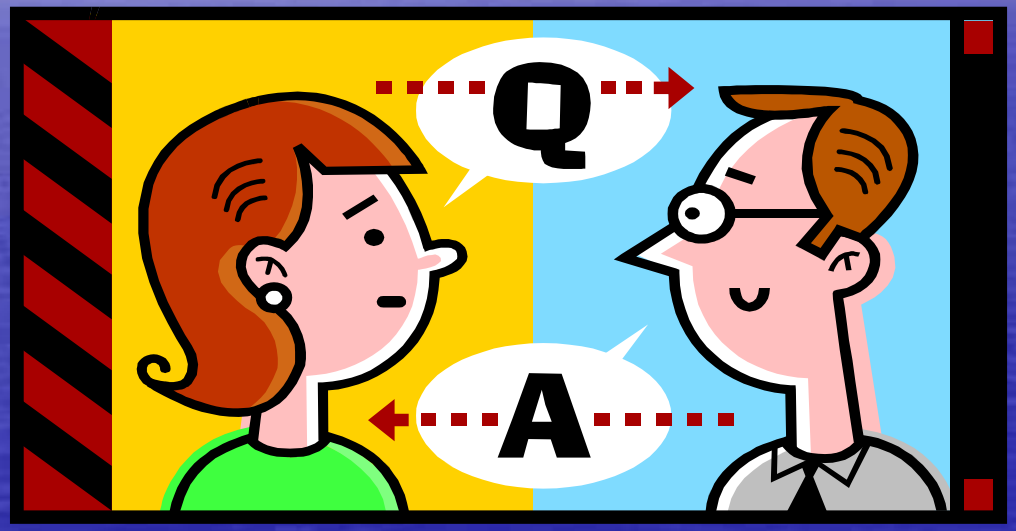
- **Automatic Version Control:** ensures document integrity
- **Check-in/Check-out Mechanism:** prevents simultaneous content changes and inadvertent overwrites
- **Version Comparison:** facilitates identification of differences
- **Search Tool:** supports advanced search by metadata/document index

DMS Problems/Troubleshooting

- Contact your ARB certification representative to help delete documents, when
  - a document is uploaded into the wrong folder
  - a document is submitted to the wrong workflow processes
  - changing manufacturer representatives
- Contact Ivonne Guzman-Cicero, Kim Pryor (On Road), Michael Lin (Off Road), or Kevin Curley (Off Road) when
  - experiencing Technical problems

DMS
Contact Information

- Regarding the Document Management System please contact:

  Ivonne Guzman-Cicero, (626)-575-6718, iguzmanc@arb.ca.gov
  Or
  Kim Pryor (On Road),(626) 575-6640, kpryor@arb.ca.gov
  Or
  Michael Lin (Off Road), (626) 575-6661, clin@arb.ca.gov
  Or
  Kevin Curley (Off Road), (626) 350-6418. kcurley@arb.ca.gov

Question and Answer