

## **Excel Spreadsheet Upload for Initial Reporting**

### **Introduction**

The Diesel Off-Road On-Line Reporting System (DOORS) is an online tool designed to help fleet owners report their off-road diesel vehicle inventories and actions taken to reduce vehicle emissions to the Air Resources Board (ARB), as required by the In-Use Off-Road Diesel Regulation.

Both the DOORS reporting tool and the DOORS User manual were created to help fleet owners comply with the regulation, but they are not a substitute for reading and comprehending the regulation. Many portions of the DOORS system will require fleet owners to understand terms and conditions defined in regulation, and to know which portions of the regulations apply to their vehicles, and where they are eligible for full or partial exemptions. It is strongly recommended that, prior to using the DOORS system, fleet owners determine how the regulation applies to their fleets.

The regulation, fact sheets, additional user guides, and compliance examples can be found at:

<http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>

### **User Guide - Excel Spreadsheet Upload for Initial Reporting**

This guide was created to assist fleet owners using Excel spreadsheets to report fleet information during the initial reporting period. The guide contains instructions on how to create an online account with ARB in DOORS, download the appropriate spreadsheets, supply the information required, and then upload the spreadsheets to ARB.

#### **Steps to Report Fleet Data Using Excel Spreadsheet Uploads**

This guide provides detailed instructions on how to complete the following steps to report you fleet using our online forms:

- A.** Create a DOORS account with ARB
- B.** Request the spreadsheets from ARB via email
- C.** Determine applicable vehicles
- D.** Complete the “owner” worksheet
- E.** Create an upload file for the “owner” worksheet, and submit the data to ARB
- F.** Insert fleet DOORS ID number into the owner worksheet
- G.** Complete the “vehicle” and “engine” worksheets, and if necessary, the “vdecs” spreadsheet
- H.** Create upload file for the “vehicle”, “engine” and “vdecs” worksheets, and submit the data to ARB
- I.** Review the data, and make changes in online forms
- J.** Request a review from ARB and receive EINs
- K.** Entering additional fleets

### A. Create a DOORS Account with ARB

To obtain a full list of the information you will need to collect for each fleet owner as well as each vehicle that is not fully exempt, ARB recommends that you create a DOORS account.

- Go to “[https://secure.arb.ca.gov/ssldoors/doors\\_reporting/reporting.php](https://secure.arb.ca.gov/ssldoors/doors_reporting/reporting.php)”
- Request an account

If you do not have an account, you will be asked to create one, and the account information will be sent to an email address you supply within a few minutes. If you do not see the email, check your “Spam” or “Trash” folders to ensure the email was not blocked by your email server. If you do not receive your email within 15 minutes, re-apply for one on the by DOORS homepage. If this does not work, contact ARB for assistance by emailing [doors@arb.ca.gov](mailto:doors@arb.ca.gov).

### B. Request the reporting spreadsheets from ARB

Please note many users who are not familiar with Excel, or have a small number of vehicles, may create much work for themselves by using the spreadsheets than by reporting online. The spreadsheets are only recommended for fleets with a large number of vehicles which are already in a database. ARB staff may not be able to help you if you have problems uploading the spreadsheets, and you may need to use the online screens anyway if you cannot upload the files due to errors entering the information in Excel.

- Email [doors@arb.ca.gov](mailto:doors@arb.ca.gov) and request the spreadsheets

### C. Determine applicable vehicles

Prior to reporting vehicle information to ARB, fleet owners will need to determine which of their off-road diesel vehicles are covered by the regulation. Some vehicles will likely be fully subject to the regulation, however some vehicles will be exempt from all requirements except labeling and reporting, and some will be fully exempt from the regulation.

- Create a complete list of vehicles subject to the regulation, including those which are only required to be reported and labeled

**Early Credit:** If you wish to claim early credit, report each vehicle that was included in the fleet from March 1, 2006 to the present, including vehicles you have retired or sold. You will be able to designate which vehicles you have retired or replaced to receive credit in the on-line screens after uploading the spreadsheets.

**Non-diesel or electric:** You will be able to report vehicles using alternative fuels or electric vehicles that have replaced diesel vehicles in your fleet in the on-line screens, however in the

spreadsheet please include information on the diesel vehicle that was replaced.

### D. Complete the “owner” worksheet

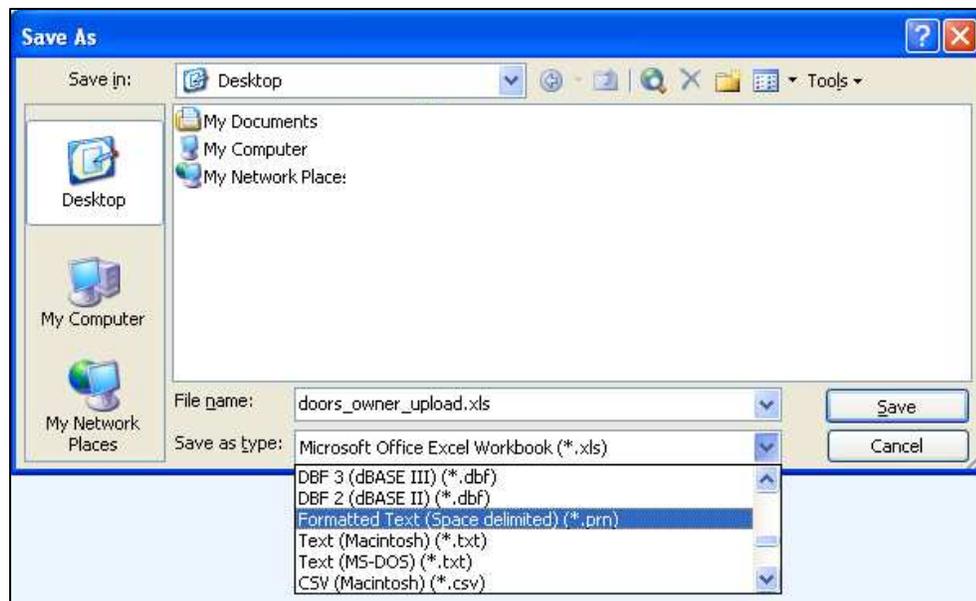
- Complete the “owner” worksheet (you will not have a fleet DOORS ID yet, leave this blank)

ARB will provide a guide to all the fields requested in the worksheets, including a definition of the information requested, and the field validation for fleets who wish to cut and paste information into the worksheet. The guides will be available from off-road diesel reporting homepage, <http://www.arb.ca.gov/msprog/ordiesel/reporting.htm>.

### E. Create an upload file for the “owner” worksheet, and submit the data to ARB

- Return to the first worksheet, “Intro” and select “Create Upload Files”. At this time, **only create an Owner file to upload to DOORS**, not a vehicle, engine, or vdecs upload file. Simply choose “No” when prompted to create the additional files. The Excel spreadsheet will save a “doors\_owner\_upload.prn” file on your desktop.
- Alternatively, if you have not turned your security settings to “Moderate”, and you are using the “**DOORS\_fleet\_data\_nm.xls**”, complete the steps on the following page.

If you are **not using moderate or low security settings**, go to the file menu, and choose “Save as..” Under the “Save as Type” dropdown menu, save the file as a “**Formatted Text (Space delimited)**” file, known as a **.prn** file, it will be located about three quarters of the way down the menu.



Confirm “Yes” when asked if you are sure you want to save the active sheet only, and “Yes” when asked if you are sure you want to use the .prn format

- Using the user name and password provided by email, log in to DOORS.

- In the drop down menu at the top of the screen, make sure “enter a fleet”, and “Upload Fleet Data” are selected as shown

- Click on the button labeled “Take Action”

*-DOORS will now take you to the upload page-*

- Scroll down and find the entry box that says *[Upload the file “doors\_owner\_upload.prn”]*. Click on the Browse button, then find your file saved as a .prn (not the excel file) and then click “Upload Owner File”

#### F. Insert Fleet DOORS ID Number Into the Owner Worksheet

After uploading the “doors\_owner\_upload.prn” file, you will be assigned a DOORS ID for that fleet. This ID will be displayed on the upload page, and will also be sent to the email address associated with your DOORS account.

- In the saved **Excel** file, “DOORS\_fleet\_data.xls”, on the “**owner**” worksheet, enter the DOORS ID number assigned to this fleet, and save the file. You do not need to upload the file to ARB again after entering the DOORS ID number, or resave the file as a .prn.

#### G. Complete the “vehicle” and “engine” worksheets and, if necessary, the “vdecs” worksheet

- Complete the “vehicle” and “engine” worksheet

ARB has provided a guide to all the fields requested in the worksheets, including a definition of the information requested, and the field validation for fleets who wish to cut and paste information into the worksheet. The guides will be available from off-road diesel reporting homepage,

[https://secure.arb.ca.gov/ssldoors/doors\\_reporting/reporting.php](https://secure.arb.ca.gov/ssldoors/doors_reporting/reporting.php).

**NOTE:** If you have **missing information**, such as serial numbers for vehicles or engines, your fleet DOORS ID number will be used as part of a placeholder for missing data.

For missing information (other than engine horsepower or vehicle type) you may leave the entry blank and DOORS will assign the field a placeholder entry.

This will not be allowed for Max HP or vehicle type, DOORS will not accept a vehicle or engine without a listed horsepower or vehicle type. For missing model years, DOORS will assume a 1969 model year.

If you do not have any VDECS, or verified retrofit filters, installed on your vehicles, you do not need to complete the next step. You do not need to upload this worksheet to confirm that your vehicles do not have VDECS installed

- Complete the “vdecs” worksheet

If the verified diesel emission control strategy (VDECS) you have installed on your vehicle is not listed on the spreadsheet, ensure that ARB has verified the device for your vehicle. The “lookup” worksheet at the end of the “DOORS\_fleet\_data.xls” spreadsheet contains a list of VDECS, Executive Orders, manufacturers, and VDECS family names.

If the device is verified for your engine family but is not listed, contact ARB at doors@arb.ca.gov. You may view the list of verified devices from the following page (select the device level from the navigation menu on the left):

<http://www.arb.ca.gov/diesel/verdev/verdev.htm>

#### H. Create an upload file for the “vehicle”, “engine” and “vdecs” worksheets, and submit the data to ARB

- Return to the first worksheet, “Intro” and select “Create Upload Files”. You may now create files for the ‘owner’, ‘vehicle’, ‘engine’ and ‘vdecs’ worksheets (you may overwrite the previous owner worksheet). The Excel spreadsheet will save .PRN file for each of the worksheets on your desktop.
- Alternatively, if you have not turned your security settings to “Moderate”, and you are using the “DOORS\_fleet\_data\_nm.xls”, follow the instructions above to manually save a .prn file for the “vehicle”, “engine” and, if necessary, the “vdecs” worksheets.
- While logged in to DOORS, return to the “Upload Fleet Data” page
- Scroll down and find the entry fields for the vehicle, engine and vdecs information. Upload, in order, your vehicle, engine and vdecs .PRN files (**not excel files**).

Upload the file 'doors\_vehicle\_upload.prn'.

Upload the file 'doors\_engine\_upload.prn'.

Upload the file 'doors\_vdecs\_upload.prn'.

### I. Review the data, make changes in online forms

Before continuing, it is recommended that you review the data you have entered. On the Reporting Home page (the first page in DOORS), the following options are available for fleets you have entered into the system:

- Select the fleet you have entered and wish to review.
- Select “View Owner” and click on “Take Action”. DOORS will display the fleet owner information you have uploaded. Ensure the data shown is correct, and then return to the Reporting Home page.
  - **If it is not correct**, return to the reporting homepage, select the fleet, and then choose “Enter Fleet Data On-line”. You will be able to edit, delete, and add owner information.
- Select “View Fleet” and click on “Take Action”. DOORS will display the vehicle, engine, and VDECS information you have uploaded. Ensure the data shown is correct, and then return to the Reporting Home page.
  - **If it is not correct**, return to the reporting homepage, select the fleet, and then choose “Enter Fleet Data On-line”. You will be able to edit, delete, and add information for you vehicles, engines and VDECS.

### J. Request a review from ARB and receive EINs

The information you have entered so far will be saved, and you can access it again and make changes at a later time before submitting it to ARB for review. After ARB reviews the information you will be able to edit and add to your vehicle inventory, and will receive your ARB-designated Equipment Identification Numbers (EINs), which must be displayed on your vehicles. **The information will not be reviewed by**

ARB staff, or assigned EINs, until you choose to submit it to ARB for review. To access the fleet information you have entered at a later date, log back in to the DOORS system.

Where you previously selected “Enter a fleet”, the fleet (or fleets) you have entered will now be available. To edit a fleet, select it, and then choose “Upload Fleet Data” and then press the “Take Action” button. You may resubmit the appropriate .prn files and view your updated information.

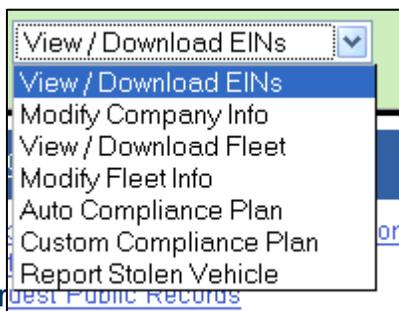


Once you are satisfied with the information and are prepared to send it to ARB for review and receive EIN assignments for your vehicles, return to the Reporting Home page in the DOORS system.

- Select the Fleet you wish to submit to ARB in the drop down menu
- Select “Request Review” from the drop down menu below, and click on “Take Action”



After the fleet information has been approved by ARB, the fleet will be available for further review and modification, using the following menu on the bottom of the Reporting Home page of the DOORS system after you log in. Not all features will be available when DOORS first comes online in July, 2008.



For information on reporting with missing or partial information, or how to report multiple fleets or subfleets, refer to our guides, which are available from our reporting homepage at:

[https://secure.arb.ca.gov/ssldoors/doors\\_reporting/reporting.php](https://secure.arb.ca.gov/ssldoors/doors_reporting/reporting.php)

If you require additional assistance or information, please email us at:

[doors@arb.ca.gov](mailto:doors@arb.ca.gov)