

**ORIAG DOORS Subcommittee Teleconference  
Draft Minutes  
July 29, 2008  
2:30 PM**

**ARB Staff:**

Kim Heroy-Rogalski, Jeff Wilson, Cory Parmer, Erin Uchida

**Experiences with DOORS 1 and feedback:**

Combined Spreadsheets

- The new combination spreadsheets improve the process substantially, yet issues with uploading multiple spreadsheets remain.
- Can the upload spreadsheets be combined?
  - ARB: Unfortunately we cannot combine the upload spreadsheets without redesigning the system. We will continue to work to improve and simplify the uploading process however.
- The macro feature of the new spreadsheet will not run with corporate security settings in many cases.
  - ARB: We do have a spreadsheet that does not require the use of macros for those situations.

Receiving EINs

- ARB: Very few fleets have requested EINs although they have uploaded their information. Is the process for requesting EINs clear?
- Many fleets are waiting to collect more complete information, and are unsure of how complete that information has to be before getting EINs.
- The process of collecting information takes fleets a while, should the subcommittee use fake fleets to test the EIN process.
  - ARB: The subcommittee is welcome to use fake vehicles to test DOORS, however we also encourage the entry of real data. Although the system is in a test phase, it is retaining all data that is submitted.

Errors and/or Unclear Instructions

- Using the online screens, I entered data and then was unable to retrieve it.
- It remains unclear how someone would enter a subfleet or multiple fleets.
  - ARB: We will provide guidance on how to enter subfleets.
- Occasionally when I upload, it will enter only half my data.
  - ARB: If you leave a field for vehicle serial number blank, the database will stop at that entry, even if there are additional vehicles listed below. We will try to make that more clear in the spreadsheet.
  - **UPDATE September 2008:** The spreadsheet will now stop when it encounters a blank Vehicle Type field, serial numbers may be left blank if the information is not available.

- Cutting and pasting into ARB's spreadsheets is very confusing.
  - ARB: We will provide guidance on how to cut and paste your data into our spreadsheets. We do want fleets to be cautious however.
- How do we enter placeholder data if we are missing data?
  - ARB: We are discussing the best method to allow fleets to enter the fleet information with missing data. We are considering a few options like entering "Not Found" or a convention that includes their fleet ID number.
  - **UPDATE September 2008:** Missing information may be left blank and DOORS will assign a placeholder ID. Only maximum horsepower and vehicle type must be entered.

### Suggestions

- Create a test fleet that people can review, with information entered into the spreadsheets..
- Add instructions about which vehicles fall under the off-road regulation and should be reported.
- Change the "Take Action" button to "Go".
- Clarify which horsepower to use.
- Clarify why vehicle type is being requested.