Air Resources Board

Manufacturer Document Management System (DMS) Training

Agenda

1. **DMS Overview**
   - Overview
   - Components
   - Organization
   - Resources

2. **DMS Live Demo**
   - Log-in
   - Uploading a document
   - Submitting documents to workflow
   - Checking status of the document

3. **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

DMS Organization

- ## Domains
  - ◦ Light Duty (ON_ROAD)
  - ◦ Motorcycle (HMC_OFMC_ATV_EGC)
  - ◦ Heavy Duty (HEAVY_DUTY)
  - ◦ Off-Road (OFF_ROAD)
  - ◦ On Board Diagnostics (OBD)

- ## Predefined directory structure
  - ◦ Assigned document types for each folder

- ## Users can access all applicable domains with one user ID
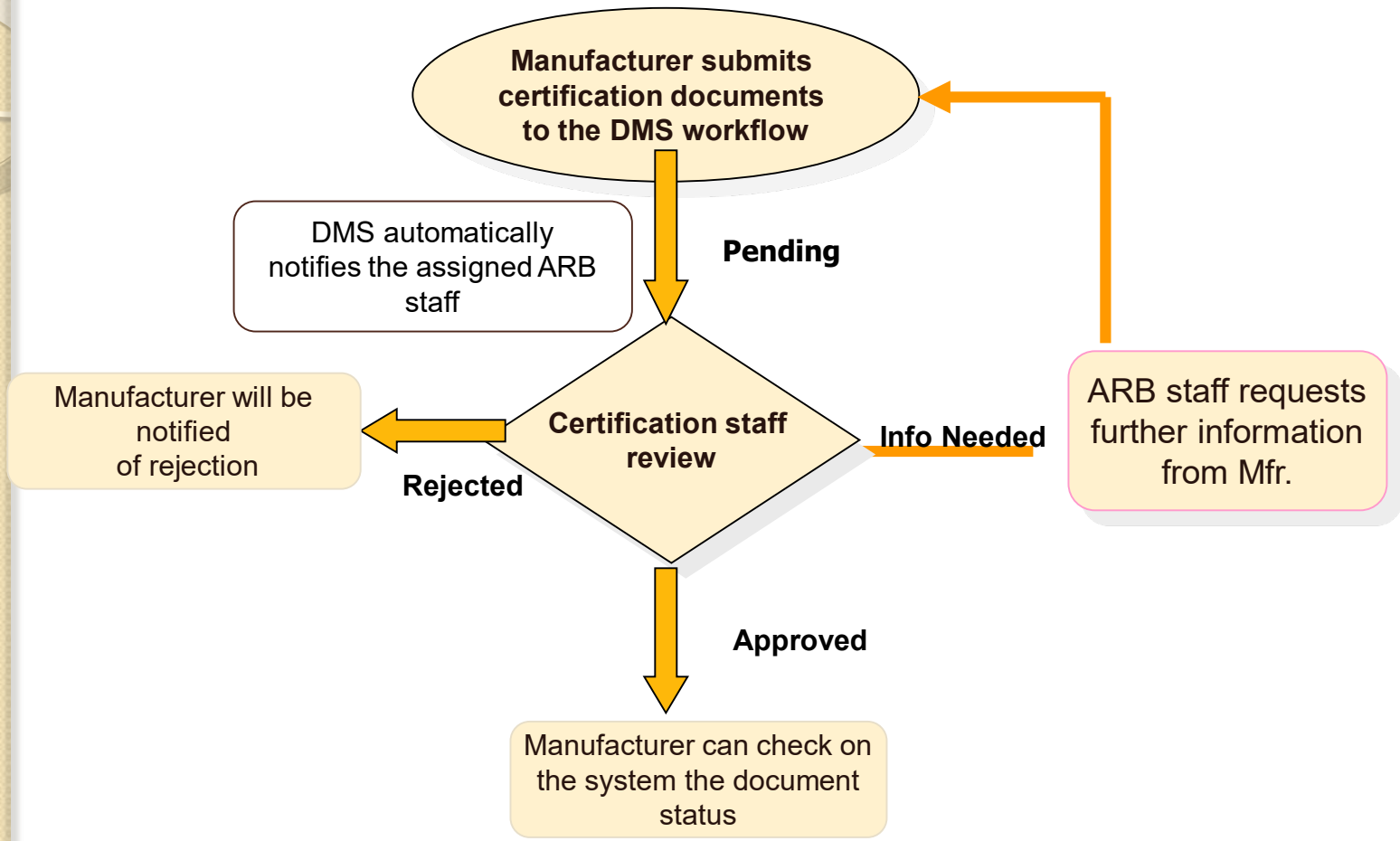
DMS Components

- SECURITY
  - Protection from unauthorized access
    - Although the system can be accessed by multiple users, documents are only available to authorized personnel

  - Protection from tampering/destroying
    - Allows you to keep an unchanged "Master Copy"
    - Electronic format protects against natural disasters such as floods
- WORKFLOW
  - Documents submitted to workflow are automatically routed to the correct staff for review

  - Version control allows you to track and follow the various changes of a document

  - The current status of the document can be tracked by manufacturers

Workflow Process

Manufacturer submits certification documents to the DMS workflow

DMS automatically notifies the assigned ARB staff

Pending

Certification staff review

Rejected

Manufacturer will be notified of rejection

Info Needed

ARB staff requests further information from Mfr.

Approved

Manufacturer can check on the system the document status

DMS – Uploading Documents

- Things to Remember
  - Name the document according to the file naming convention

File Naming Convention

CBI_7AM4M_Common_RFA1ABT_.pdf

Confidentialty
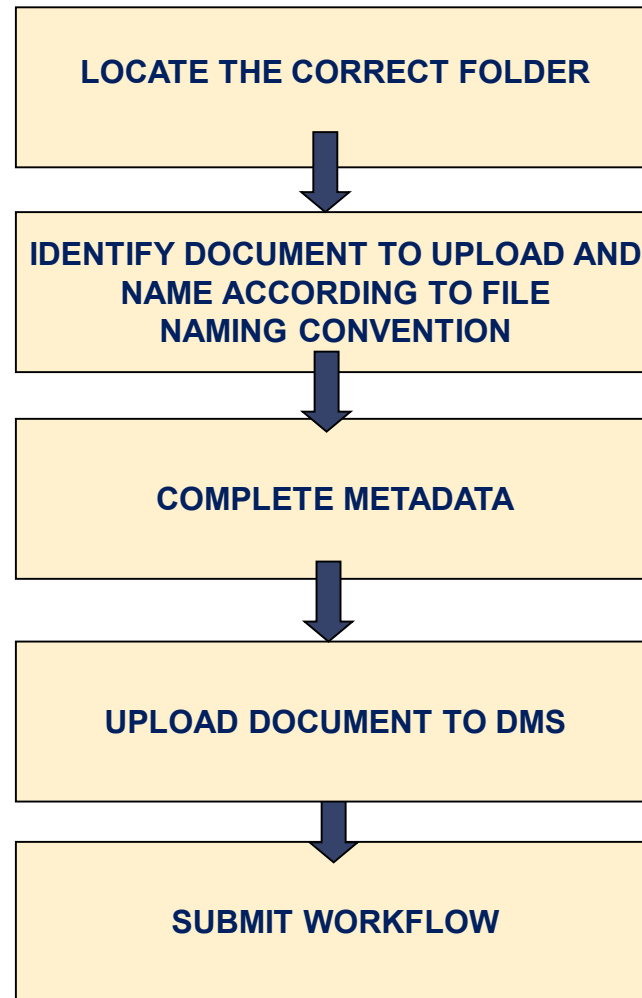
Applicability

Information

(**3** Characters + Underscore)   (**12** Characters + Underscore)   (**7** Characters+ Underscore)

The file naming convention can be found on our website at:
https://ww2.arb.ca.gov/certifications-document-management-system-how-use-carb-dms

DMS
Steps to Submit a Document

```
┌─────────────────────────────────────┐
│     LOCATE THE CORRECT FOLDER        │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│  IDENTIFY DOCUMENT TO UPLOAD AND     │
│     NAME ACCORDING TO FILE           │
│      NAMING CONVENTION               │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│        COMPLETE METADATA             │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│     UPLOAD DOCUMENT TO DMS           │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│        SUBMIT WORKFLOW               │
└─────────────────────────────────────┘
```

DMS Live Demo

- Log-in
- DMS Overview
- Upload a document
- Submit to Workflow
- Check Status

DMS Log-in

ECM-X v1.1

Welcome to CARB DMS

Please login with your user name, password and domain.

ARB Document Management System
Tuesday, June 2, 2020

User Name :
Password :
Domain : ARB_OFF_ROAD

Sign In   Reset
Forgot Password

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DMS Log-in

- Things to Remember
  - Check that you have picked the correct domain before logging in
  - Your password should be changed once you first log-in (password is case sensitive)
  - If you forgot your password, please contact your certification representative or DMS team member
  - If you are authorized to access multiple domains, you only need one username and password

DMS – Uploading Documents

- Things to Remember
  - Go to the location in the directory structure where document will be uploaded
  - Documents should be uploaded into appropriate folders
  - Click on Create → File, then choose the document from your computer

DMS – Uploading Documents

- Things to Remember
  - Select the correct "Document Class" to match your document content
  - Complete the Metadata
  - Metadata must be entered in order to upload a document to DMS
  - The metadata and the file name can be edited after the document is uploaded

Metadata

Workflow Submission

- For the application workflow –
  - "One" workflow process should include application and supporting documents from only "one" engine family/test group
- Multiple documents can be submitted into a single workflow
- Additional documents can always be added to an open workflow
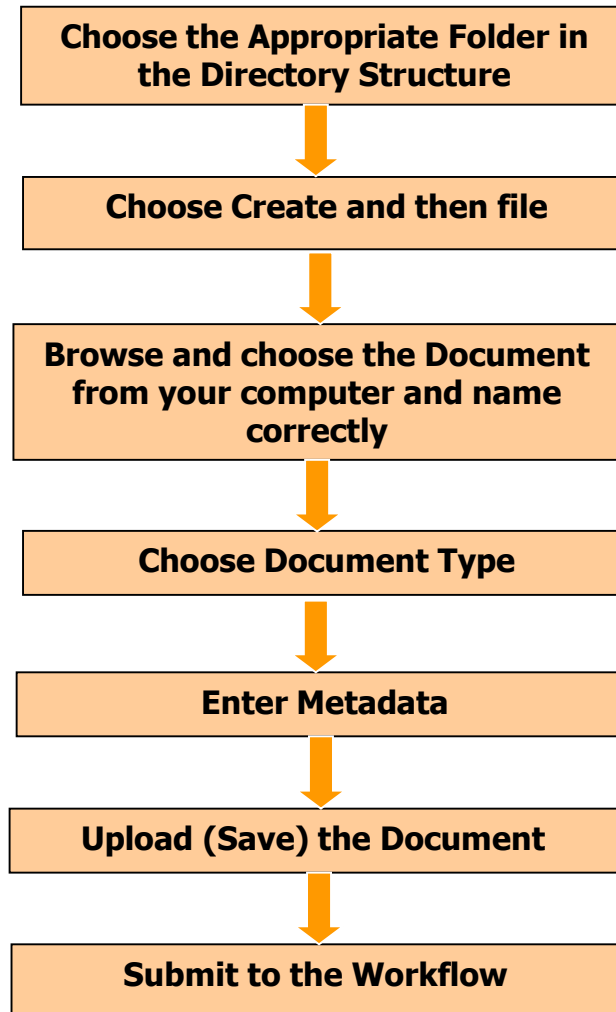
Automatic Version Control

- Allows staff to retain documents and track changes made throughout the review process

- Uploading a document with the same name will automatically create a new version of the file

- Do not modify manually the file name to identify running change or field fix **updates;** only upload and submit new document versions for open workflows.

- If the file is in an open workflow, the new version will automatically be added to the workflow

Checking File Status

- As your document is processed the file status will be updated to reflect progress

Major Steps of Document Submission to the ARB DMS

Choose the Appropriate Folder in the Directory Structure

↓

Choose Create and then file

↓

Browse and choose the Document from your computer and name correctly

↓

Choose Document Type

↓

Enter Metadata

↓

Upload (Save) the Document

↓

Submit to the Workflow

DMS Resources

- DMS Webpage
  - https://ww2.arb.ca.gov/certifications-document-management-system-how-use-carb-dms

    - DMS User Guide

    - DMS File Naming Convention

    - DMS FAQ

DMS Problems/Troubleshooting

- Contact your ARB certification representative when…
  - a document is uploaded into the wrong folder
  - a document is submitted to the wrong workflow process
  - changing manufacturer representatives
  - you need help naming files or workflow processes
  - you don't know how many documents or which documents to submit to a workflow process

DMS Contact Information

- If you are experiencing DMS technical problems or have questions on how to use the document management system please contact:

- Ivonne Guzman-Cicero (On-Road), iguzmanc@arb.ca.gov
- Richard Uyehara (Highway Motorcycle & OHRV), ruyehara@arb.ca.gov
- Stephen Jan(On-Road Light Duty), Stephen.Jan@arb.ca.gov
- James Pang (*Heavy Duty and OFCI*) spang@arb.ca.gov
- Mel Capistrano (*Heavy Duty and OFCI*), *Mel.Capistrano@arb.ca.gov*
- Michael Lin (Off Road Spark Ignited), clin@arb.ca.gov
- Alan Chow (Off Road Spark Ignited), Alan.Chow@arb.ca.gov
- Yong Yu (OBD), yong.yu@arb.ca.gov
- Jade Jiang (Heavy-Duty Greenhouse Gas), Jade.Jiang@arb.ca.gov

Question and Answer