California Environmental Protection Agency





USER'S GUIDE FOR ARB DMS

Version 2.0

3-20-07

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WHAT IS NEW ON THE USER'S GUIDE FOR ARB DMS VERSION 2.0

User's Guide for ARB DMS Version 2 |1

WHAT'S NEW IN THE VERSION 2.0 OF THIS ARB DMS USER'S GUIDE

- 1. For the On-Road Heavy Duty (HD) Category the following information was added:
 - Directory Tree Structure
 - Document Types and Metadata
 - Table 5-3 Workflow Templates for On-Road HD Category
- 2. On-Road Light Duty (LD) Work Flow templates and Metadata were updated to reflect current practice.
- 3. For the Off-Road Compression-Ignition Engine (OFCI) and Large Spark-Ignition Engine (LSIE) Categories the following information was added:
 - Directory Tree Structure
 - Document Types and Metadata
- 4. Off Road file naming convention was updated to facilitate its use.
- 5. Screen pictures were replaced with the new DMS user interface in which:
 - functions and data are organized by tabs
 - navigation is done through the tabs versus a menu
 - there is wider view of the file browser
- 6. New DMS Features available to manufacturers on OpenEDMS Version 3.7 are compiled in section 7 of this document (7. New DMS Features).

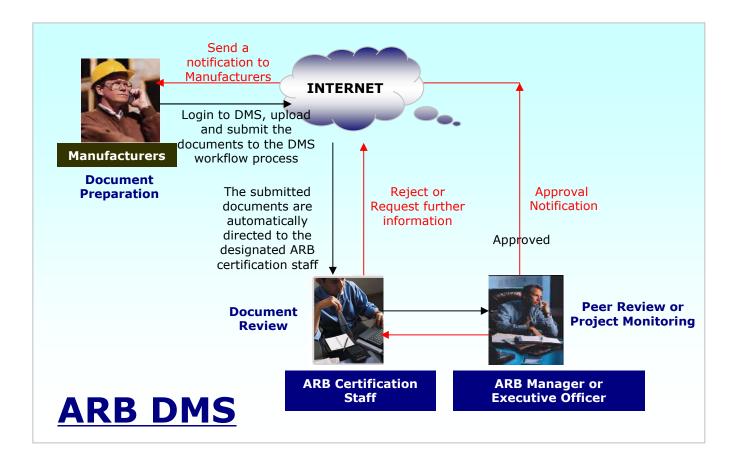
1. <u>INTRODUCTION TO</u> <u>ARB DMS</u>

1. INTRODUCTION TO ARB DMS

To facilitate the submission and review of large volumes of certification documents submitted by both on- and off- road manufacturers, the California Air Resources Board ("ARB") is using **OpenEDMS**, a customized Data Management System (hereinafter called "**DMS**") from **Altimate Systems Inc**., for storing and processing supporting certification documentation.

ARB will use the **DMS** to enhance the efficiency of the certification application review process by automatically routing relevant documents directly from manufacturers to designated ARB certification staff. **Figure 1-1** illustrates how authorized manufacturers can upload and submit their certification supporting documents to the ARB DMS electronically from any location at any time through the internet.

Figure 1-1 The ARB DMS Diagram



The contents of this User's Guide are organized and divided into the following sections based on the major steps that manufacturers will follow to submit their documents to the ARB DMS via internet. Steps for DMS submissions and the corresponding sections detailing each step are illustrated in **Figure 1-2**.

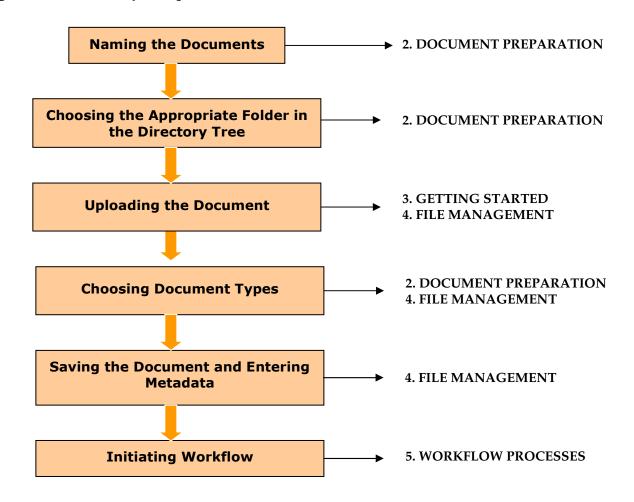


Figure 1-2 The Major Steps of Document Submission to the ARB DMS

2. DOCUMENT PREPARATION

2. DOCUMENT PREPARATION

In this section, manufacturers will learn how to name and prepare the documents for submission to the ARB DMS. This includes:

- Electronic File Naming Convention
- Directory Tree Structure
- Document Types and Metadata

2.1 ELECTRONIC FILE NAMING CONVENTION

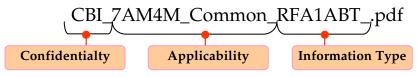
The appropriate naming convention must be used to prepare the documents before uploading to the DMS. ARB's naming convention has been harmonized with the United States Environmental Protection Agency (U.S. EPA) for the motorcycle category with the exception of the version number. The ARB DMS handles version control automatically by advancing the version number with each subsequent, identically named file received in the system. It is important that the version control number used by the U.S. EPA's file naming convention be removed in order for the DMS version control feature to function properly.

Currently, ARB's naming convention is only harmonized with the U.S. EPA in the motorcycle category. However, ARB has applied this convention to all other categories and will work to harmonize the file naming convention with the U.S. EPA in those categories in the future.

ARB's naming convention consists of the three categories listed below:

- **Confidentiality:** Figure 2-1
- **Applicability:** Figure 2-2
- Information Type: Figure 2-3

Example 2-1 Example of ARB's File Naming Convention



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

Figures 2-1 through 2-3 provide examples of each element of ARB's naming convention.

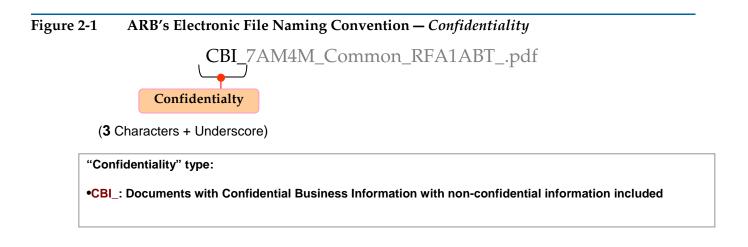
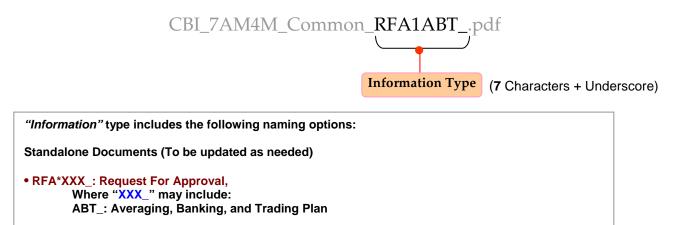


Figure 2-2 ARB's Electronic File Naming Convention – *Applicability*

CBI_7AM4M_Common_RFA1ABT_.pdf Applicability (12 Characters + Underscore)

"Applicability" type associates the document with the engine family/test group or evaporative family by showing the family name as illustrated below: XXXXX_Common_: any documents common to more than one Engine Family/Test Group "7AM4M_Common_"

Figure 2-3 ARB's Electronic File Naming Convention – Information Type



Please see Tables A-1 through A-4 in Appendix A for complete descriptions of ARB's Guidance on Electronic File Naming Convention for on-road and off-road categories.

2.2 DIRECTORY TREE STRUCTURE

The manufacturer's directory trees are organized by file folders depicting the applicable business practice of each category.

Examples of the directory tree structures for various on- and off-road certification categories are presented in **Figures 2-4** through **2-21**. Below please see a summary of figures included in each category.

- On-Road Heavy Duty (LD) Category and associated subdirectories (Figures 2-4 to 2-8)
- On-Road Light Duty (HD) Category and associated subdirectories (Figures 2-9 to 2-12)
- On-Road Motorcycle Category and associated subdirectories (Figures 2-13 to 2-17)
- Off-Road Spark-Ignition Marine Engine (SIME) Category (Figure 2-18)
- Off-Road Small Spark-Ignition Engine (SSIE) Category (Figure 2-19)
- Off-Road Compression-Ignition Engine (OFCI) Category (Figure 2-20)
- Off-Road Large Spark-Ignition Engine (LSIE) Category (Figure 2-21)

2.2.1 On-Road Heavy Duty (HD) Category

Figure 2-4 The Directory Structure for On-Road HD Category

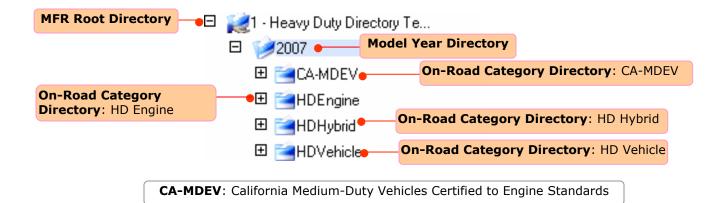


Figure 2-5 The Directory Tree for On-Road Heavy Duty (HD) Category—"CA-MDEV" Subdirectory

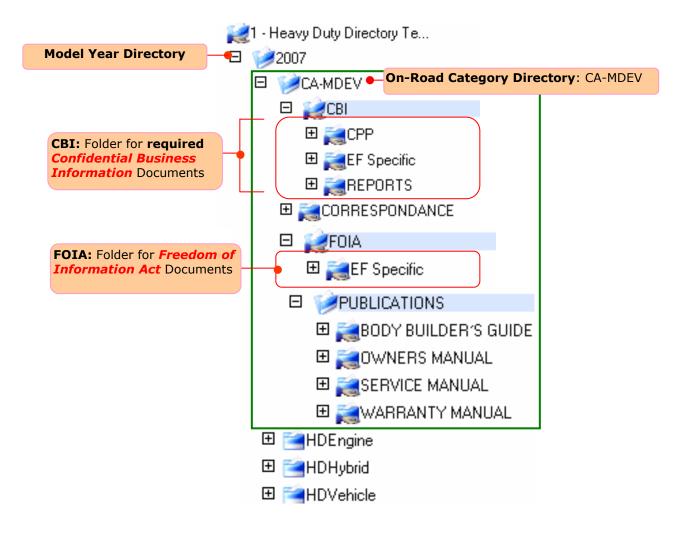


Figure 2-6 The Directory Tree for On-Road Heavy Duty (HD) Category—"HD Engine" Subdirectory

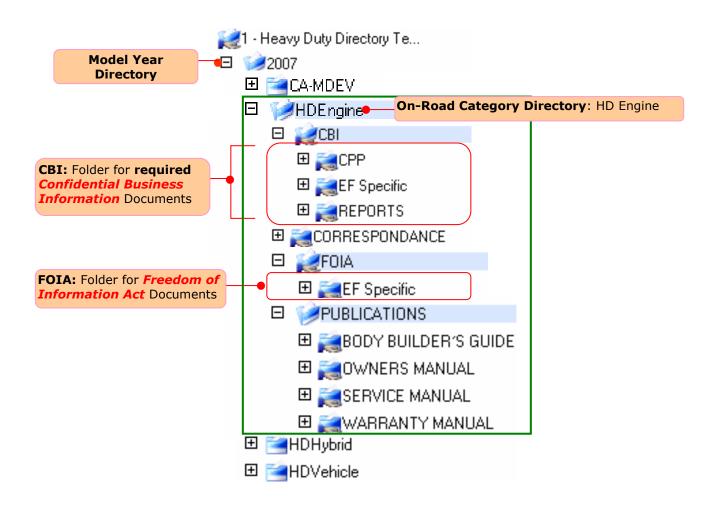


Figure 2-7 The Directory Tree for On-Road Heavy Duty (HD) Category—"HD Hybrid" Subdirectory

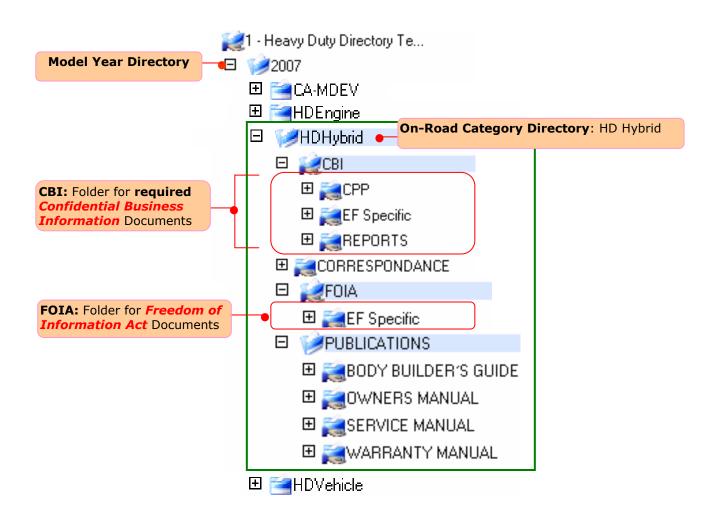
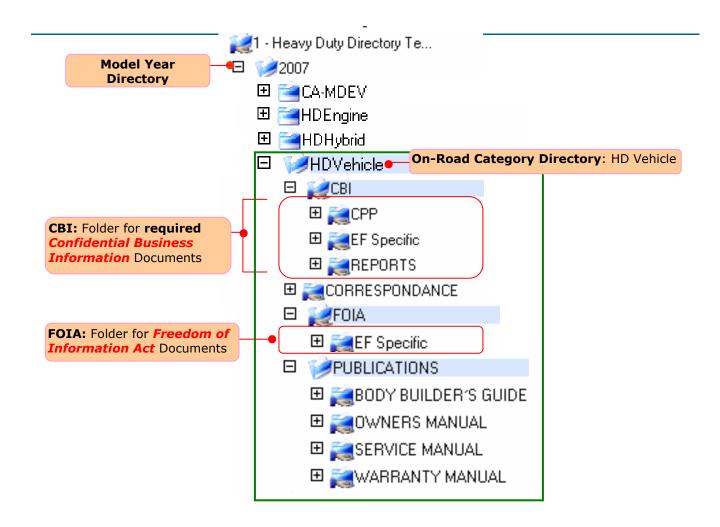


Figure 2-8 The Directory Tree for On-Road Heavy Duty (HD) Category—"HD Vehicle" Subdirectory



2.2.1 On-Road Light Duty (LD) Category

Figure 2-9The Directory Structure for On-Road LD Category

MFR Root Dire	ectory	Directory for Common Documents associated with Multiple Categories	
		CATEGORY COMMON INFORMATION •	
		⊞ 🚰 PC\LDT ●	
	•	Dn-Road Category Directory: PC\LDT	
	MDV: Med	um-Duty Vehicles, PC : Passenger Cars, LDT : Light-Duty Trucks	

Figure 2-10 The Directory Structure for "CATEGORY COMMON INFORMATION" Subdirectory of On-Road Light Duty (LD) Category

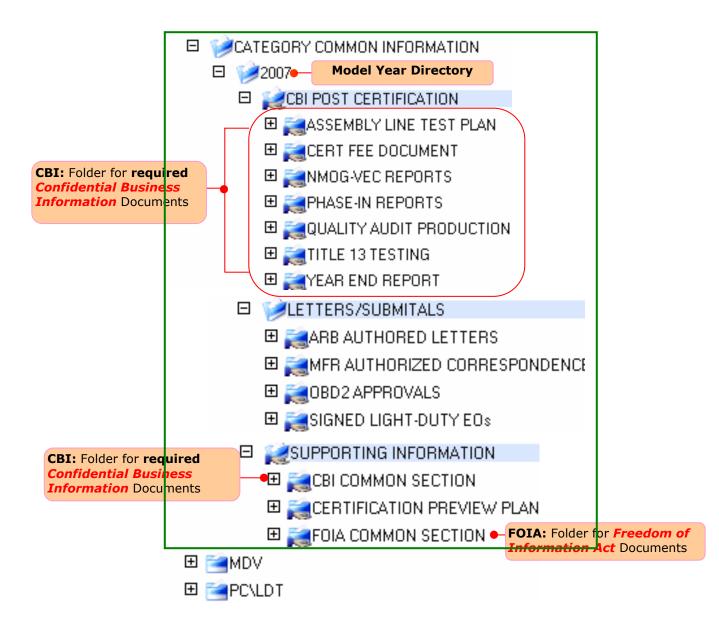


Figure 2-11 The Directory Structure for "MDV" Subdirectory of On-Road Light Duty (LD) Category

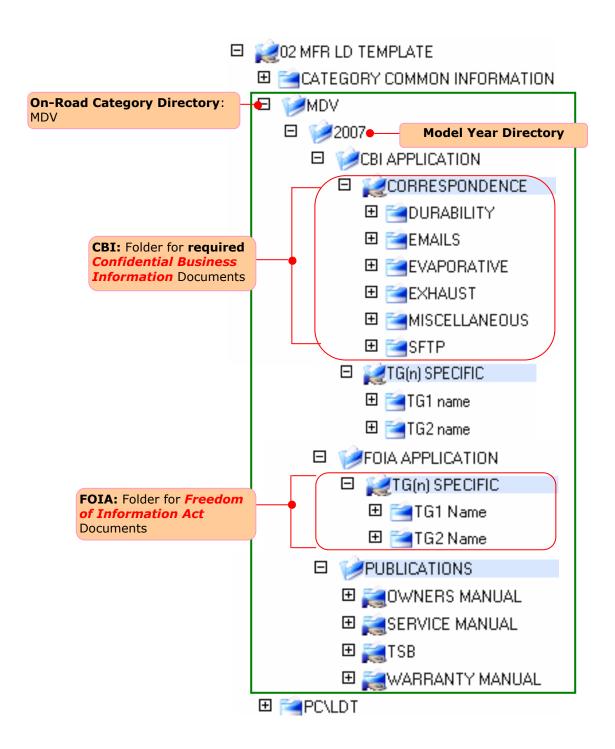
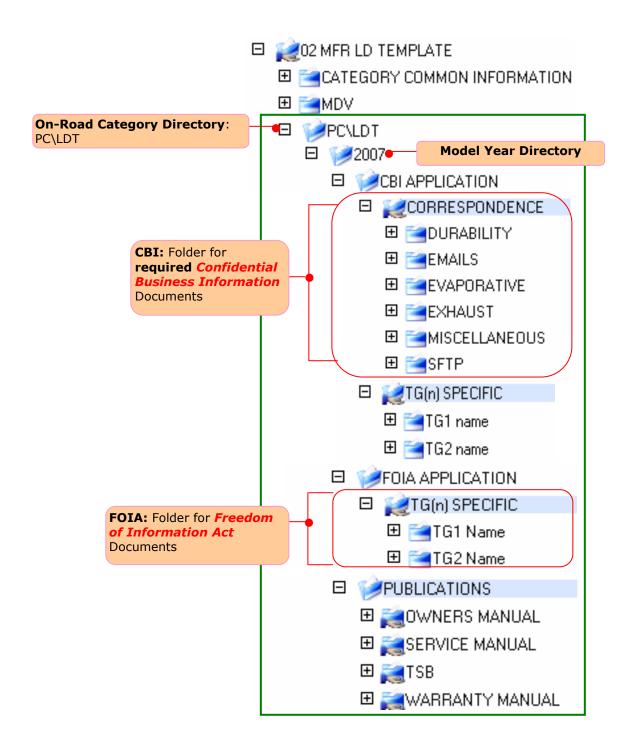


Figure 2-12 The Directory Structure for "PC\LDT" Subdirectory of On-Road Light Duty (LD) Category

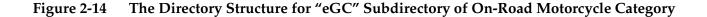


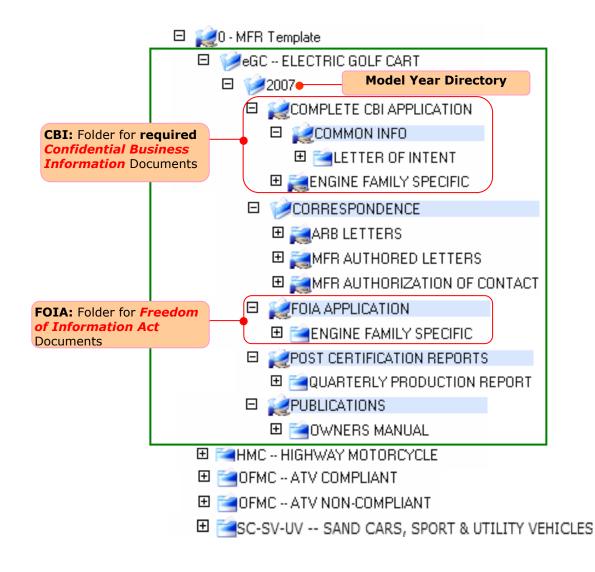
2.2.2 On-Road Motorcycle Category

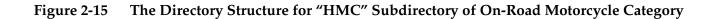
Figure 2-13 The Directory Structure for On-Road Motorcycle Category



eGC: Electric Golf Carts; HMC: Highway Motorcycles; OFMC: Off-Road Motorcycles; ATV: All-terrain Vehicles
 SC: Sand Cars (Sand Rails); SV: Off-Road Sport Vehicles; UV: Off-Road Utility Vehicles







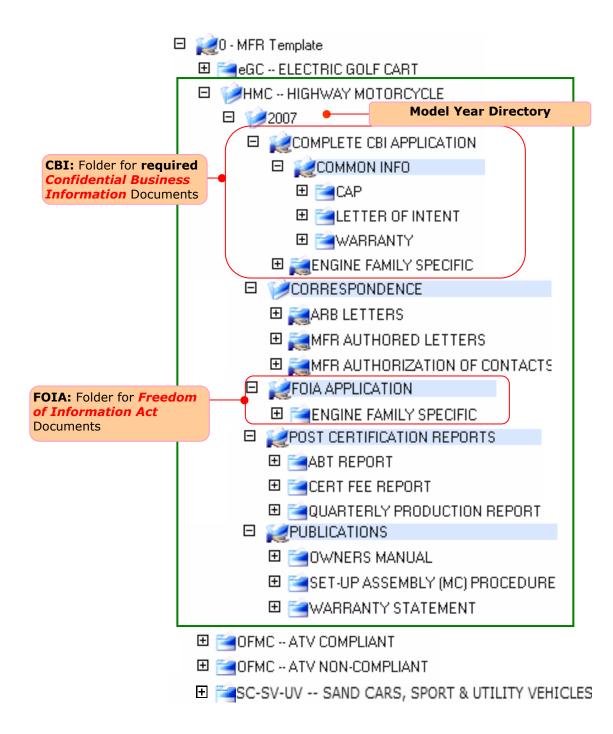


Figure 2-16 The Directory Structure for "OFMC ATV COMPLIANT" Subdirectory of On-Road Motorcycle Category

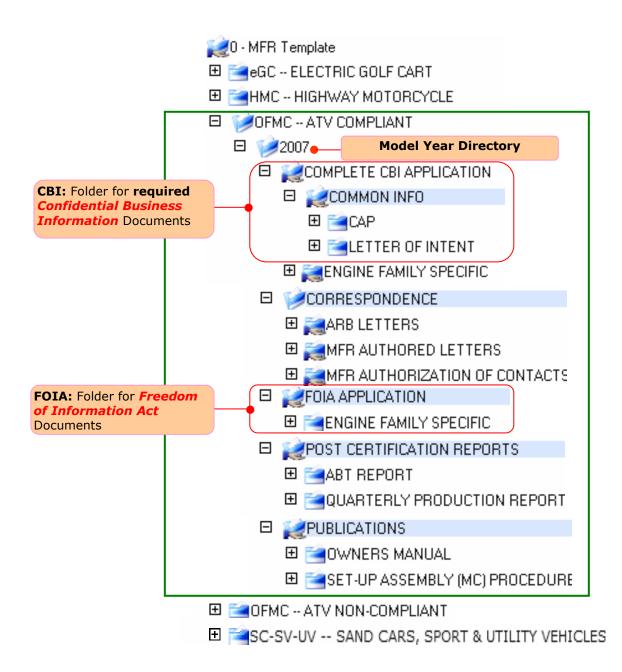
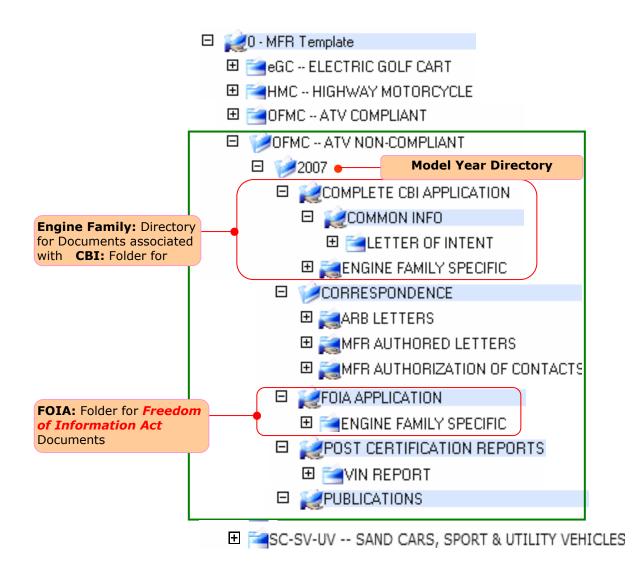


Figure 2-17 The Directory Structure for "OFMC ATV NON-COMPLIANT" Subdirectory of On-Road Motorcycle Category



2.2.3 Off-Road Categories

Figure 2-18 The Directory Structure for Off-Road Spark-Ignition Marine Engine (SIME) Category

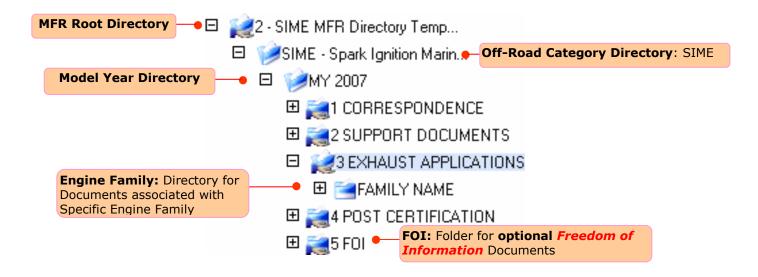
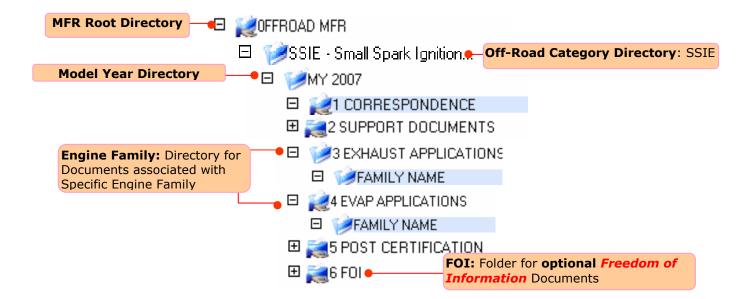


Figure 2-19 The Directory Structure for Off-Road Small Spark-Ignition Engine (SSIE) Category



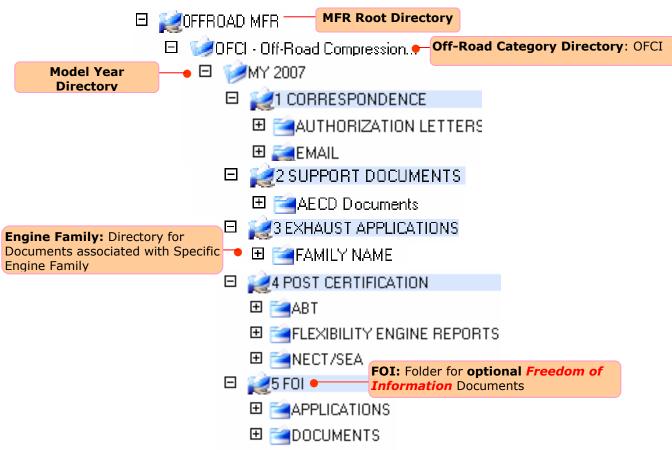
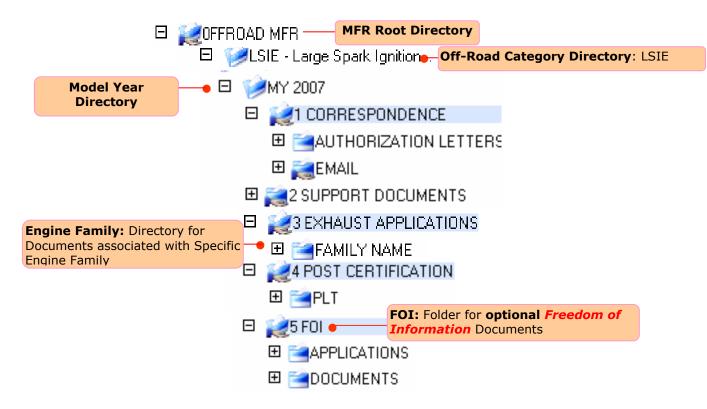


Figure 2-20 The Directory Tree for Off-Road Compression Ignition Engine (OFCI) Category

Figure 2-21 The Directory Tree for Off-Road Large Spark-Ignition Engine (LSIE) Category



2.3 DOCUMENT TYPES AND METADATA

When uploading a document to the ARB DMS, manufacturers must choose the correct document type. The document type makes it easy to identify the contents of your uploaded file and to identify the correct workflow process (see Section 5). Documents must be placed in the applicable folders of the directory tree so that an appropriate document type can be selected and the workflow process can function properly. Documents not properly submitted will be deleted and the manufacturer will be required to resubmit the file.

Additionally, after you select a document type in the DMS, you will have to complete the "metadata" attributes applicable to that specific document type. Metadata attributes are unique to each document type and allows the system to identify and locate a document by using specified attributes.

Each distinct document type will be identified by a system-generated **ID** and a unique series of fully searchable, user-defined metadata attributes which can be created and saved in the system. Metadata attributes are an essential component of document management. They not only provide the basis for a document index, but serve as useful search criteria to greatly reduce the margin of unrelated search results.

When conducting an advanced search (see Section 6.4), any number or combination of selected metadata attributes can be used to locate any particular document.

For example, the *SIME Emission Label Format* document type has metadata attributes: *Manufacturer*, *Submit Date, Engine Family, Approval Number, Label Type, Category, and Cert. Type*.

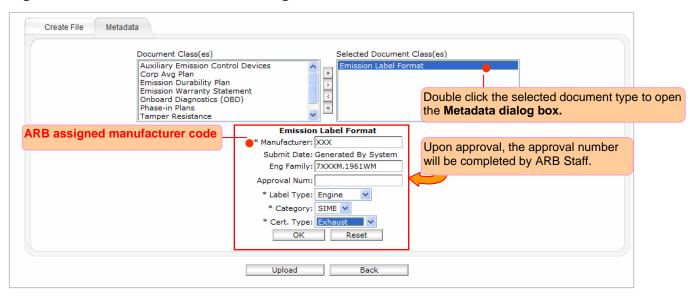


Figure 2-22 Metadata Attributes Dialog Box

The metadata fields denoted with an asterisk "*" are required. Those fields *must* be completed before the document can be uploaded to the applicable folder in the DMS. However, manufacturers are encouraged to fill in the optional metadata fields to enhance the system's search results and to maximize the effectiveness of the search engine.

Figures 2-23 through **2-37** list available document types assigned to the folders in the directory tree of various on- and off-road categories. Please follow this guide to upload your documents. Appendix B contains three Tables **B-1** through **B-3** that relate available document types with their associated metadata attributes for on-road and off-road categories.

Below is a summary of the figures included in each category.

- On-Road Heavy Duty (HD) Category and associated subdirectories (Figures 2-23 to 2-26)
- On-Road Light Duty (LD) Category and associated subdirectories (Figures 2-27 to 2-29)
- On-Road Motorcycle Category and associated subdirectories (Figures 2-30 to 2-33)
- Off-Road Spark-Ignition Marine Engine (SIME) Category (Figures 2-34)
- Off-Road Small Spark-Ignition Engine (SSIE) Category (Figures 2-35)
- Off-Road Compression Ignition Engine (OFCI) Category (Figures 2-36)
- Off-Road Large Spark-Ignition Engine (LSIE) Category (Figures 2-37)

2.3.1 On-Road HD Category

Figure 2-23 Assigned Document Types for the Folders in the "CA-MDEV" Subdirectory – On-Road Heavy Duty (HD) Category

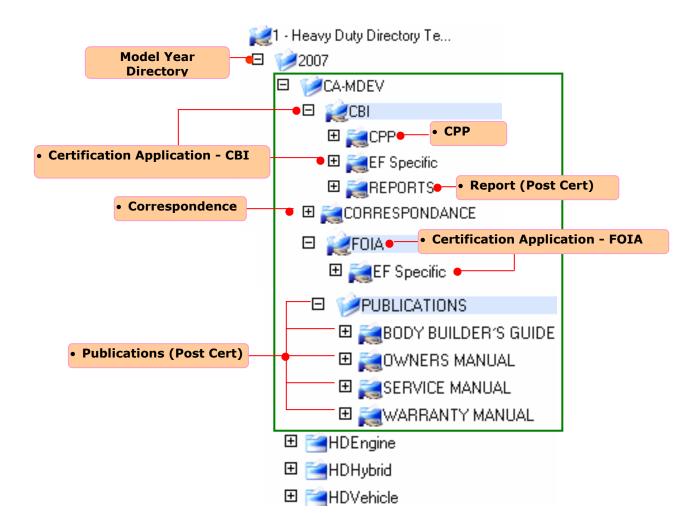


Figure 2-24 Assigned Document Types for the Folders in the "HD Engine" Subdirectory – On-Road Heavy Duty (HD) Category

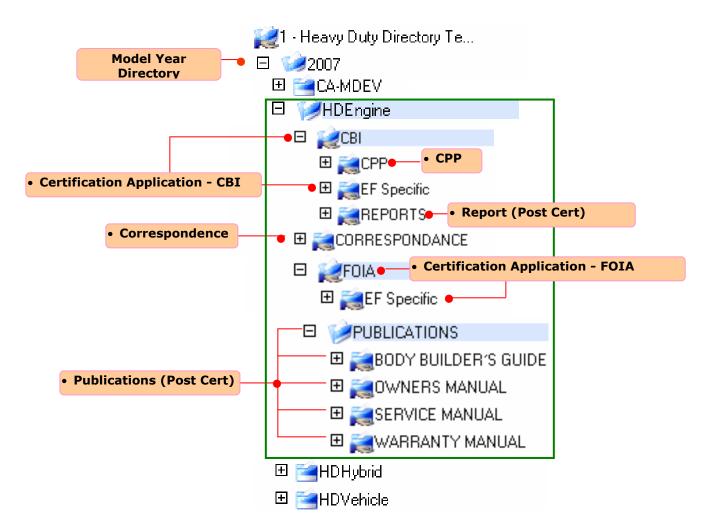


Figure 2-25 Assigned Document Types for the Folders in the "HD Hybrid" Subdirectory – On-Road Heavy Duty (HD) Category

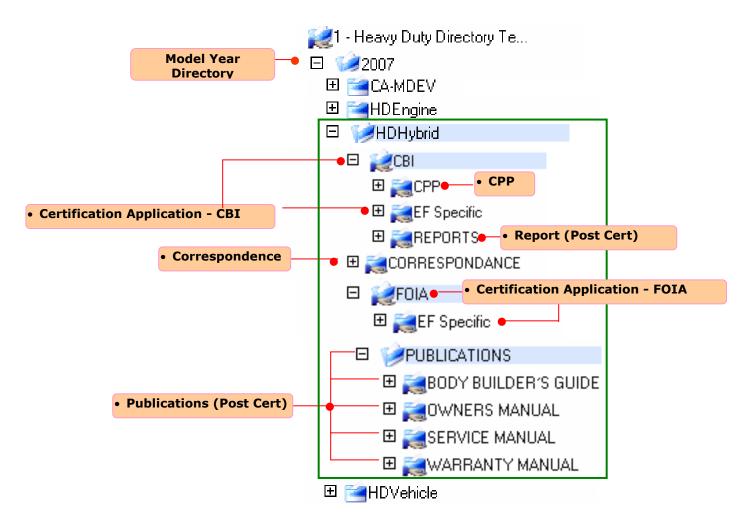
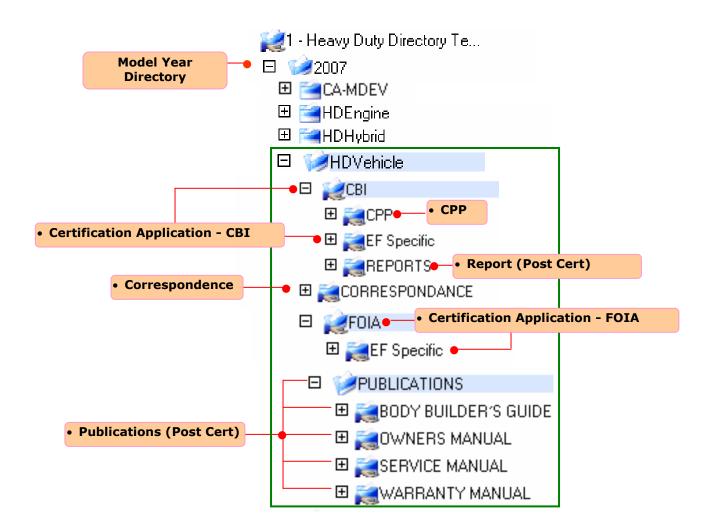
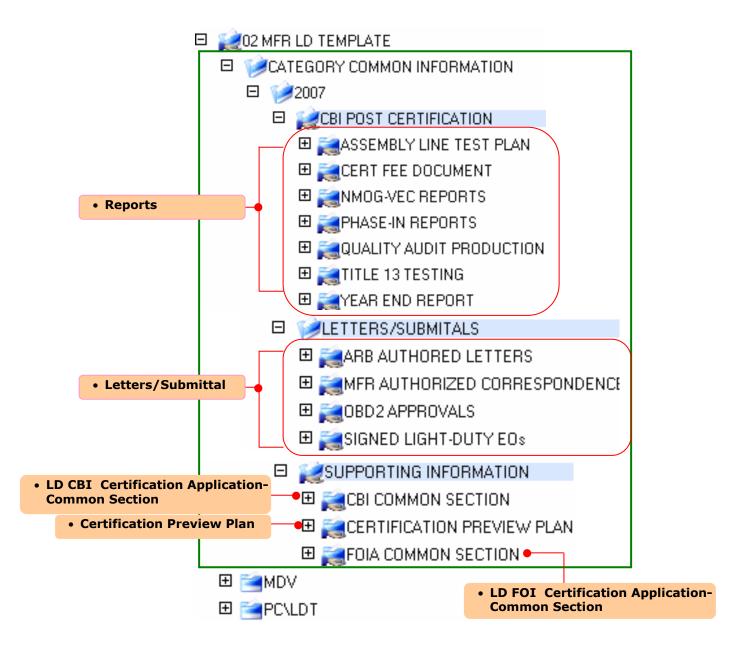


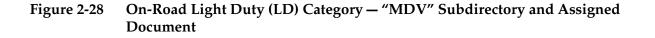
Figure 2-26 Assigned Document Types for the Folders in the "HD Vehicle" Subdirectory – On-Road Heavy Duty (HD) Category

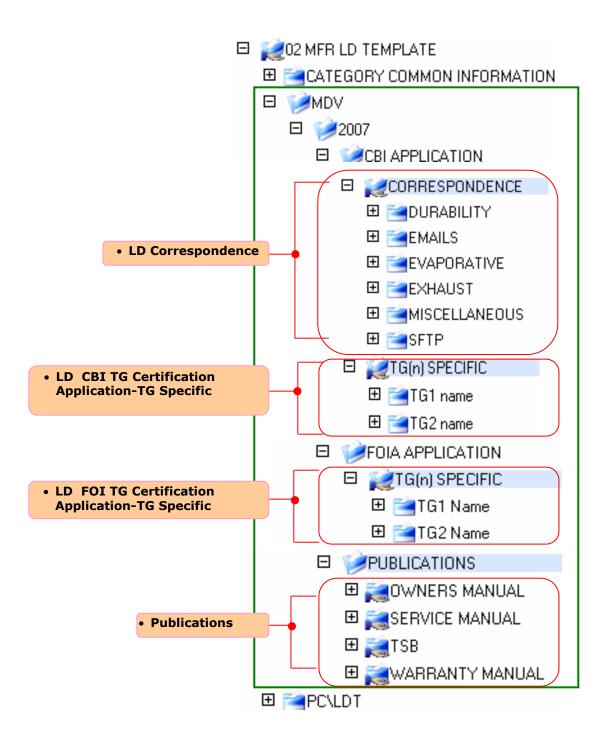


2.3.2 On-Road LD Category

Figure 2-27 Assigned Document Types for On-Road LD Category







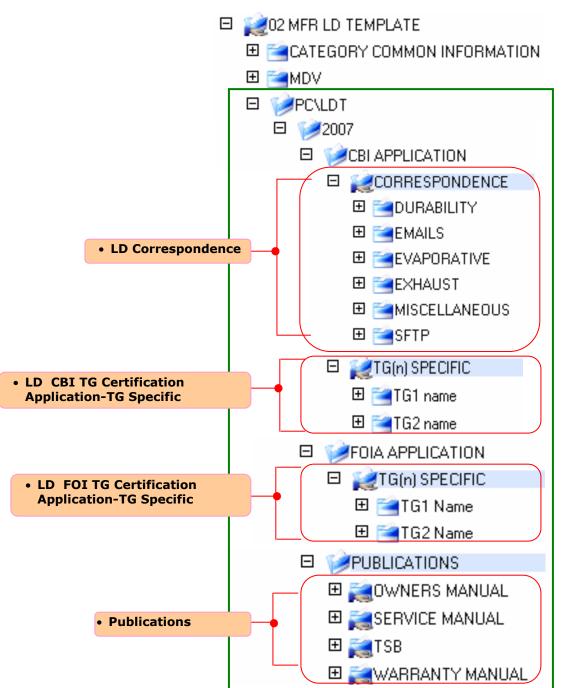


Figure 2-29 On-Road Light Duty (LD) Category – "PC\LDT" Subdirectory and Assigned Document Types

2.3.3 On-Road Motorcycle Category

Figure 2-30 On-Road Motorcycle Category – "Electric Golf Carts" (eGC) Subdirectory and Assigned Document Types

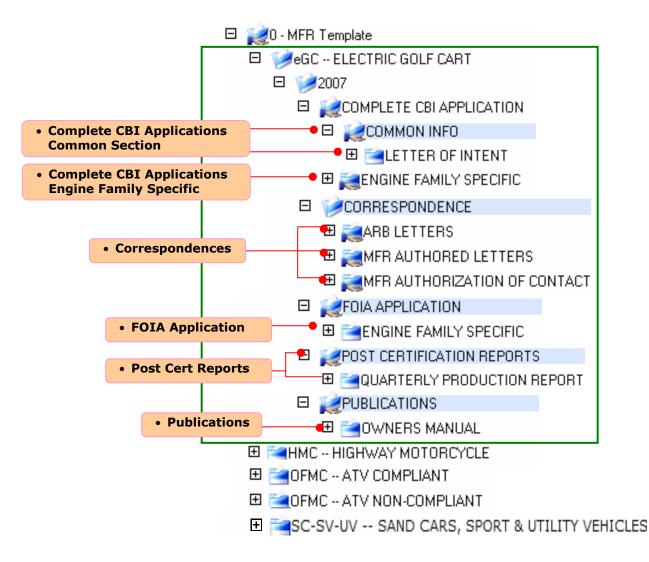
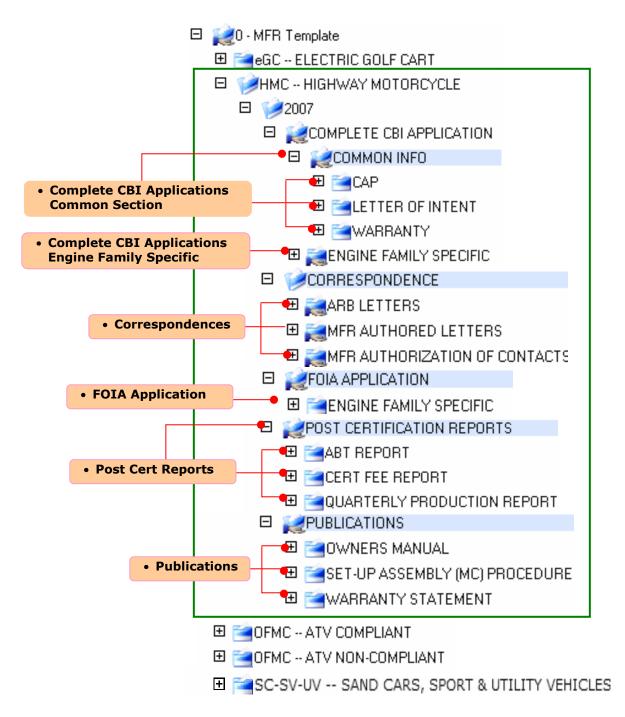
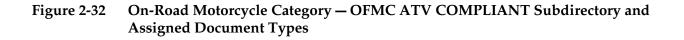


Figure 2-31 On-Road Motorcycle Category — "HMC" Subdirectory and Assigned Document Types





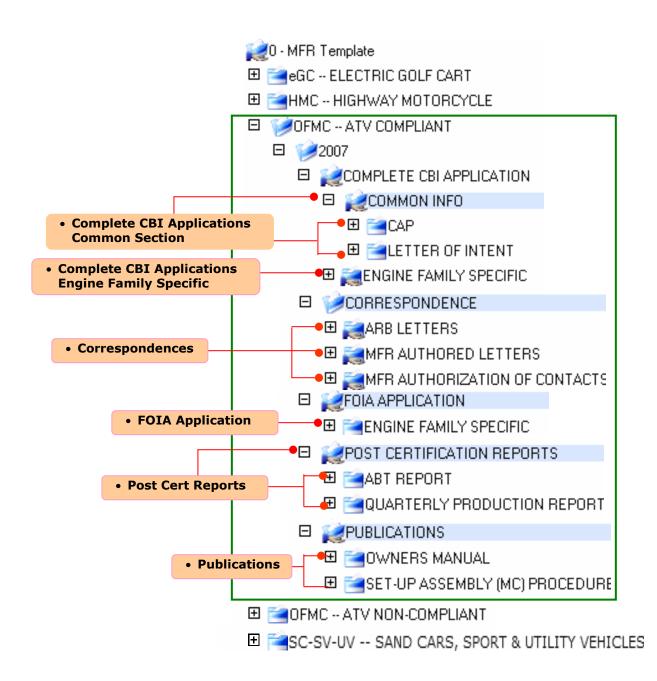
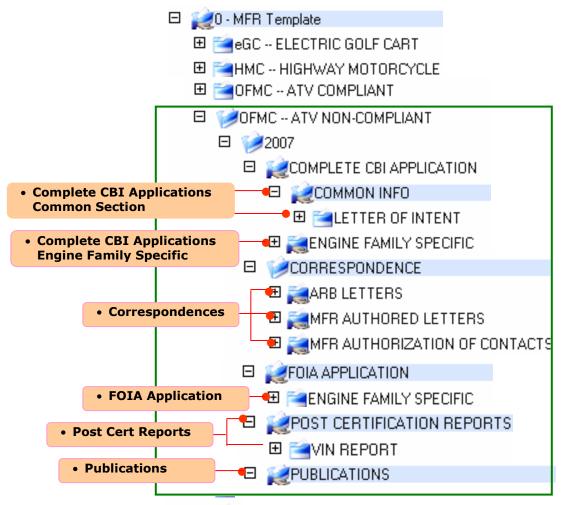
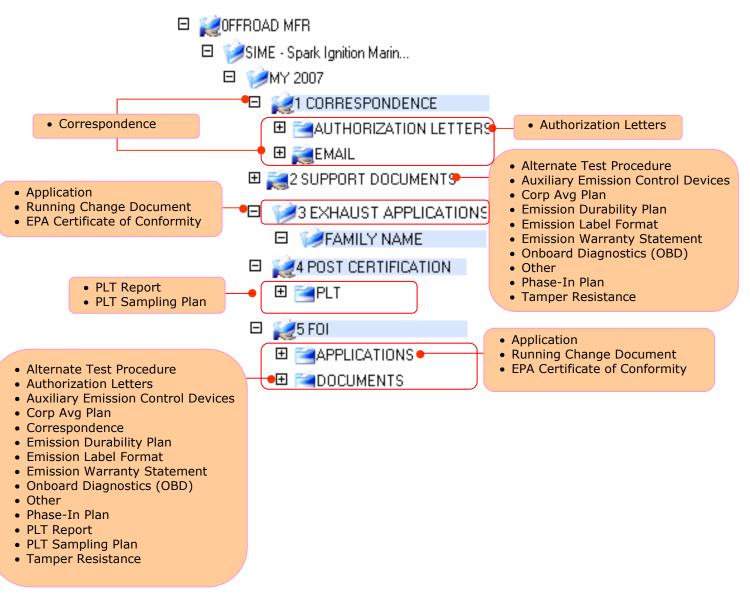


Figure 2-33 On-Road Motorcycle Category— "OFMC ATV NON-COMPLIANT Subdirectory and Assigned Document Types



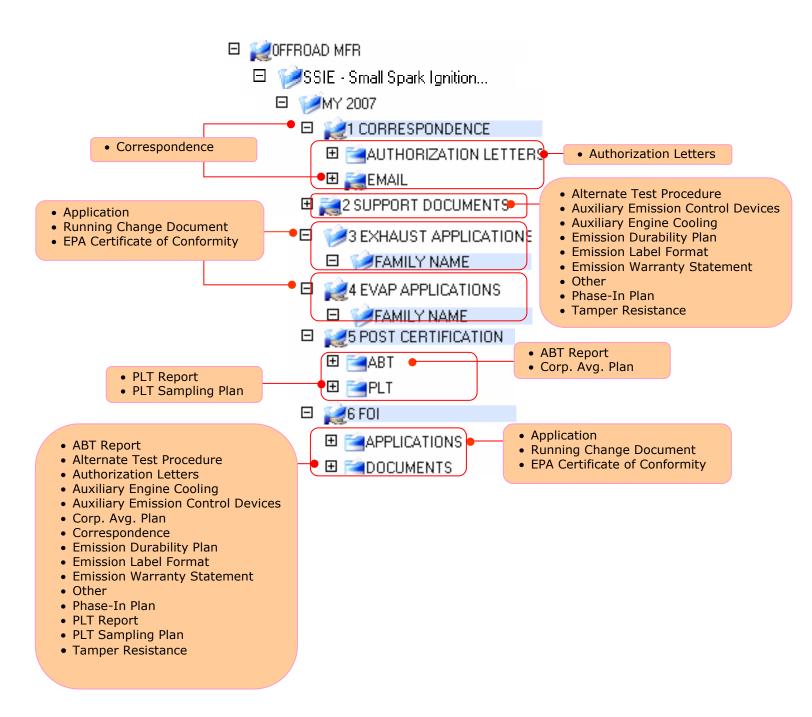
2.3.4 Off-Road SIME Category

Figure 2-34 Assigned Document Types for Off-Road Spark-Ignition Marine Engine (SIME) Category



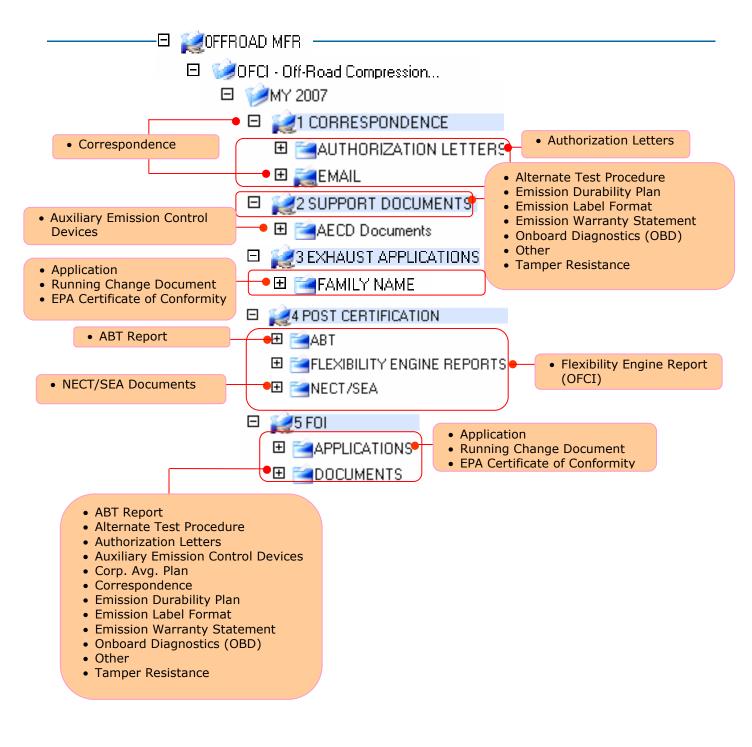
2.3.4 Off-Road SSIE Category

Figure 2-35 Assigned Document Types for Off-Road Small Spark-Ignition Engine (SSIE) Category

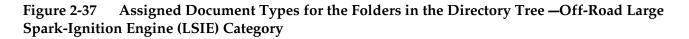


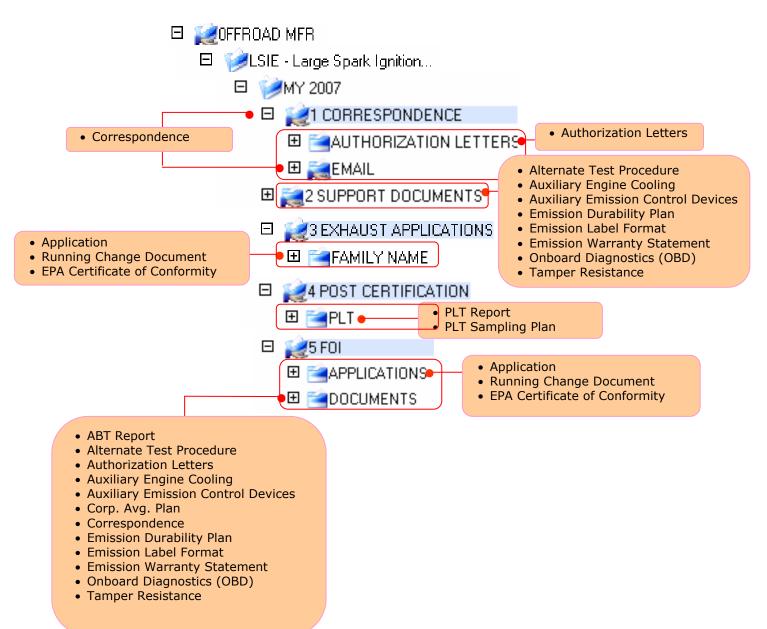
2.3.5 Off-Road OFCI Category

Figure 2-36 Assigned Document Types for the Folders in the Directory Tree – Off-Road Compression Ignition Engine (OFCI) Category



2.3.6 Off-Road LSIE Category





3. <u>GETTING STARTED</u>

3. GETTING STARTED

In this section, manufacturers will learn how to get started with the ARB DMS, including:

- Connecting to ARB DMS
- Changing User Password

3.1 CONNECTING TO ARB DMS

Prior to accessing the **ARB DMS**, manufacturers and authorized users are required to obtain their "**User Name**" and "**Password**" from ARB. Using their assigned user name and secure password, manufacturers can then access the **ARB DMS** over the Internet from anywhere at anytime using the supported web browsers: Microsoft Internet Explorer 6.0+ and Netscape Navigator 7.0+.

The steps used to connect to the ARB DMS are described below and illustrated in Figure 3-1.

STEP 1— In your web browser, go to the ARB DMS User Login Page at: <u>https://secure.arb.ca.gov/certdms</u>

STEP 2— Input your assigned "**User Name**" and "**Password**", please note that the password is *case-senstive*.

STEP 3 — Select the appropriate domain, "ARB_HEAVY_DUTY", "ARB_HMC_OFMC_ATV_EGC", "ARB_ON_ROAD" or "ARB_OFF_ROAD".

STEP 4 — Next, click on the "**Sign In**" button to login to the ARB DMS.

Figure 3-1 The ARB DMS's User Login Screen

anguage: Engl	English 💌
	and the second sec
	the STAGING Server. It
su for reading ne	ng new versions.

Note: To choose different domains, your first need to delete the default domain name(e.g., ARB_OFF_ROAD) in order to see other domain lists.



3.2 CHANGING USER PASSWORD

Manufacturers must change their assigned password after the first login. To do this, click on the user ID displayed at the bottom of the active window (e.g. Mfr XXX next to domain ARB_OFF_ROAD as shown in **Figure 3-2**) to open the **User Profile** screen in **Figure 3-3**.

Figure 3-2 How to Change the User Password – *the File Browser Screen*

Edit Vjew Favorites Tools Help	🖌 Search Web 🔹 🖉 📑 🖷 🖷 🕼	⊨ 💛 Welcome	Tour 🧷 Choos	se Buttons 🌐 Bookmarks 🔹 💨 Mail 👻 ኩ S	en Out		
OpenEDMS - File Browser					gnout		
					- 🟠 -	. - .	
mEDMS 3.6 Search	Documents V by File Title	•		Search			Help Logou
Documents Workflows Mail Box N	News Board Calendar		laviga	tion Tabs			
			j				
File Browser Advanced Search Mo	onitor Favorites Clipboard						
0							
			-				
📁 Create 🗵 📝 Edit 🗵 📊 View 🗵 🛖	Add 🖂 🔀 Forward 🏠 Set as Home	🏷 Signature Lo	og * File Com	parison			
Create V Bdit View View V	Add 🖂 🖳 Forward 🏠 Set as Home	🏷 Signature Lo	og わ File Com	parison			
😏 🚱 🗤	Add 🔍 💦 Forward 🏠 Set as Home	V Signature Lo	og 扚 File Com User	parison Date	Size	Version	Status
S 🚱 🕼	ame≜				Size N/A	Version N/A	Status
🕄 🐔 १ <u>१</u> 🔲 Na	ame▲	Туре	User	Date			Status
© ۲۰۰۵ ۱۱ I Na I R Directory (LSIE) XXX - Testing MFR Directory (LSIE)	ame*) 🕾	Type Folder	User LSIE	Date Aug 17, 2006 11:23:59 AM	N/A	N/A	Status

STEP 1 — Under the **Profile** tab, type your new password in both input boxes: "**New Password**" and "**Confirmation**."

STEP 2 — Next, click on the "**Update**" button to complete your password change.

STEP 3 — Exit the **User Profile** screen by clicking on the "**Back**" button

Figure 3-3How to Change User Password — the User Profile Screen

(a) "Profile" Sub-tab

	Profile Contact		
	Login ID:	mfrxxx Validate	
hange User Password	New Password: Confirmation:	•••••	
	Registration Date:	2006-01-03 15:11:16.13	Update
	Account Number: Status: Backup Person:		Signature
	File Browser Display Settings: Working Folder:	Modify C:\0 Testing\MFR Training 11-0	Upload Draw
	Expiration: Session Timeout:	2008-11-30 Undefined	
	Request C	Certificate Updatation	Reset Back

On the "**Contact**" Tab, you can update your personal information when necessary. After you finish your modifications click on the "**Update**" button to save your changes.

(a) "Contact" Sub-tab

First Name:	Mfr	Last Name:	XXX	
Phone:	(626) 459-4461	Fax:	(626) 450-6167	
Email:	iguzmanc@arb.ca.gov	Company:	Air Resources Board	
Job Title:		Address:	9528 Telstar Ave	
City:	El Monte	State:	CA	
Postal Code:	91731-2908	Country:	UNITED STATES	
	Request Certificate	Update	Reset Back	

4. FILE MANAGEMENT

4. FILE MANAGEMENT

In this section, manufacturers will learn the following basic features in the ARB DMS **File Browser** screen:

- The File Browser Screen Layout
- Directory Navigation
- Uploading Documents to ARB DMS

Additional features included in the File Browser screen will be covered in Section 6.

4.1 THE FILE BROWSER SCREEN LAYOUT

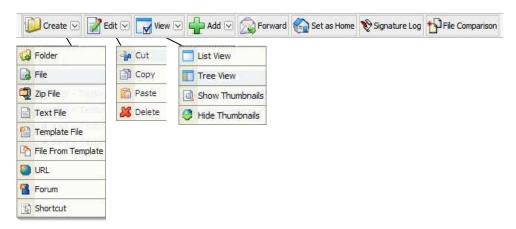
Once logged in, you will only see your own manufacturer root directory in the DMS **File Browser** screen based on your assigned DMS "**Access-control**" permission. You can navigate your directory tree from the **Documents** Tab **> File Browser** sub tab. The **File Browser** provides a repository view of all available content stored in the active domain. **Figure 4-1** provides an example of the **File Browser** sub-tab layout for the off-road SSIE category.

Figure 4-1 File Browser Screen Layout for Off-Road SIME Category

enEDMS _{3,6} Search	Documents 🗸 by File Title	Search					Help Lo
		n Tabs: quickly acces d functions	ss vario	us domain			
File Browser Advanced Search M	niter Foundites Olinhoord	bedded Toolbar: form basic file and fo	lder ope	rations		Docu	ment Sta
🚺 Navigate To 🖂	🚺 Create 🖂 📝 Edit 🖂 🥁 View 🖂 🚽 Add 🖂 🌋	Forward 💮 Set as Home 🇞 Sign	ature Log 棔	File Comparison			
🗄 📷XXX - Testing MFR Directory	Name*	Туре	User	Date	Size	Version	Status
	CBI_70FRD04.submitted insidedoc 🏶 🎙 🚱		IVON_MFR	Dec 11, 2006 3:24:52 PM	41 KB	1.0	Pending
⊞	CBI_7xxx.backup1doc 🏶 🖢 🕾	Alternate Test Procedure	mfrxxx	Dec 11, 2006 5:09:13 PM	41 KB	1.0	Complete
 	Keyword: Testing backup person	1					
WY 2007	CBI_7XXX_wodelegatedoc 🏶 🐌 🚱	Alternate Test Procedure	mfrxxx	Dec 11, 2006 5:14:35 PM	41 KB	1.0	Complete
🗉 📷 1 CORRESPONDENCE	CBI_7XXX2_COMMON_RFA3WARpdf @ S	Emission Warranty Statement	mfrxxx	Dec 7, 2006 9:58:36 AM	59 KB	1.0	Received
E 💓 SUPPORT DOCUMENTS	Keyword: Warranty convert to PDF						
	디 🗐 CBI_7XXXD_COMMON_RFA3WARdoc 🏶 🕯 😭	Emission Warranty Statement	IVON_MFR	Dec 7, 2006 3:51:58 PM	41 KB	1.2	Pending
⊞	Keyword: Warranty						
	CBI_7XXXX_COMMON_RFA3LABdoc 🏶 🔓 🐼	Emission Label Format	mfrxxx	Dec 7, 2006 5:43:51 PM	41 KB	1.3	Approved
•	Keyword: Uploaded and submitted by mfr xxx						
Manufacturar Directory	CBI_7XXXX_COMMON_RFA3OBDdoc 🧶 🖢 😭	Auxiliary Engine Cooling	mfrxxx	Dec 7, 2006 5:23:09 PM	41 KB	1.0	Pending
Manufacturer Directory Tree Structure	Keyword: mfr xxxxx		1		1		
Thee officiale							
	User ID and Cu						
	Domain Na	me					
	Mfr XXX @ ARB_OFF_ROAD	~	1				Page si

In the **File Browser**, the **Embedded Toolbar** (see **Figure 4-2**) provides a simple set of functions readily accessible. Depending on the assigned access permissions, you may perform only part of the following actions from the toolbar:

Figure 4-2 File Browser> Embedded Toolbar



Create:

The **Create** function in the toolbar is used to *upload* new files to the DMS and to create new folders, text files, template files, files from template, URLs, forums, and shortcuts.

Edit:

This **Edit** function allows **authorized users** to **cut**, **copy**, **paste**, **and delete** selected files or folders under the target directory in which they have assigned permission for file or folder modification or deletion. In the ARB DMS, manufacturers are not allowed to delete the files after they are uploaded to the DMS. If a manufacturer needs to delete an uploaded file, the manufacturer needs to contact its designated certification staff to do so.

View:

By using the **View** function, manufacturers can change the display setting by switching between two view options: *List View* and *Tree View*. The default view of DMS is "*List View*." To change the default view, click "**View**" in the tool bar to switch the view setting to "*Tree View*." Screen snap shots of both "*List View*" and "*Tree View*" are provided in **Figures 4-3** and **4-4**, respectively.

Figure 4-3 File Browser – List View

File Browser	Advanced Search Monitor Favori	tes Clipbo	bard					
问 Create 🖂	Edit 🖂 🔽 View 🖂 🚽 Add 🖂 🚫 For	ward 🟠 Set a	as Home	🍾 Signature Log 📍	File Comparison			
🧊 🚯 🗤								
	Name	Туре	User		Date	Size	Version	Statu
Г Г 🛃 XXX - 1	Name ^ Testing MFR Directory (LSIE) 💁	Type Folder	User LSIE		Date 006 11:23:59 AM	Size	Version N/A	Statu
	Contractor Contractor	10040-00011	Constant.	Aug 17, 2		El mener	Contraction and the	Statu
Г 衬 ххх - т	Testing MFR Directory (LSIE) 📴	Folder	LSIE	Aug 17, 2 Aug 17, 2	006 11:23:59 AM	N/A	N/A	Status

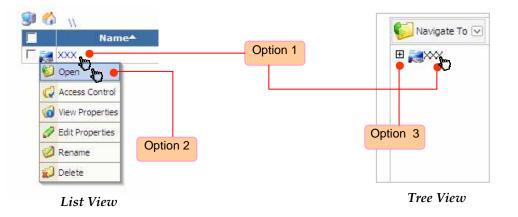
Figure 4-4File Browser Screen - Tree View

📁 Navigate To 🖂	📁 Create 🖂 📝 Edit 🖂 🥁 View 🖂 🛖 Add	🗵 🚫 Forward 🖁	Set as Home	e 📎 Signature Log 🎦 File Comparison			
🗉 📷XXX - Testing MFR Directory	Name+	Туре	User	Date	Size	Version	Status
🗄 📷🛇 - Testing MFR Directory	T a CORRESPONDENCE	Folder	SIME	Aug 17, 2006 10:52:19 AM	N/A	N/A	
🗉 😹 XXX - Testing MFR Directory	C 2 SUPPORT DOCUMENTS	Folder	SIME	Aug 17, 2006 10:52:19 AM	N/A	N/A	
🗉 🥩 SIME - Spark Ignition Marin	T 🛃 3 EXHAUST APPLICATIONS	Folder	SIME	Aug 17, 2006 10:52:19 AM	N/A	N/A	
🗉 🧭 MY 2007	F 🛃 4 POST CERTIFICATION	Folder	SIME	Aug 17, 2006 10:52:19 AM	N/A	N/A	
🗉 衬 CORRESPONDENCE	🔽 🛃 5 FOI 🕾	Folder	SIME	Aug 17, 2006 10:52:19 AM	N/A	N/A	
CUPPORT DOCUMENTS COMENTS COMENTS							

4.2 DIRECTORY NAVIGATION

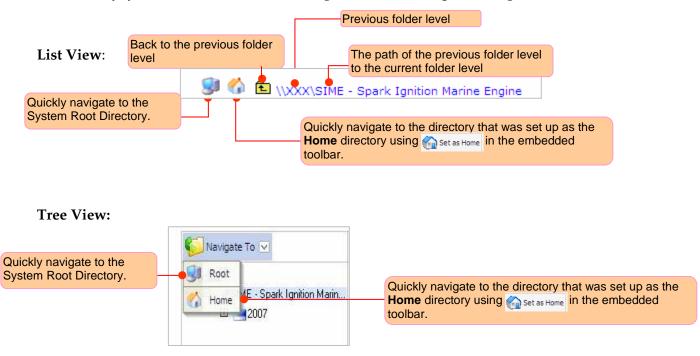
Depending on the view setting, "*List View*" or "*Tree View*," the manufacturer can expand the root directory to open its subdirectories or subfolders by using one of the following options:

- **Option 1** In either "*List View*" or "*Tree View*," directly click on the name of the directory or folder to open it.
- **Option 2** In *"List View,"* left click the directory or folder icon to open the drop-down file operational menu and select *"Open."*
- **Option 3** In *"Tree View,"* click the 🗉 to expand the directory.



In the **File Browser** screen, manufacturers may find the directory tree structure similar to those commonly seen in the Microsoft Windows Operating System. You can navigate to the desired directory or folder using the above options.

Additionally, you will also find the following icons useful for quick navigation.



4.3 UPLOADING DOCUMENTS TO ARB DMS

After the documents are appropriately prepared and named, you are now ready to upload the documents to the desired folders in your own manufacturer directory.

Please note that for **Off-Road Categories**, manufacturers are required to upload the documents with Confidential Business Information (CBI) to their CBI folders for review. Submitting a copy of the same documents without confidential business information or Freedom of Information (FOI) to their corresponding FOI folders is optional. Manufacturers can choose to either upload both CBI and FOI versions to the DMS at the same time or can upload the FOI version to the DMS if and when ARB receives a Public Records Act (PRA) request.

As an example, consider an off-road SIME manufacturer (Mfr XXX) who has prepared a file and named the file as: "CBI_7XXXM.1961WM_RFA1LAB_.pdf." Based on the "ARB's Guidance on Electronic File Naming Convention" described in Section 2.0 and Appendix A, Mfr XXX shall upload the file to the **2 SUPPORT DOCUMENTS** folder under the folder of Model Year 2007.

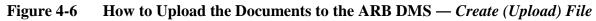
Please see the following step-by-step example of how to upload this document to the desired folder in the Mfr XXX directory.

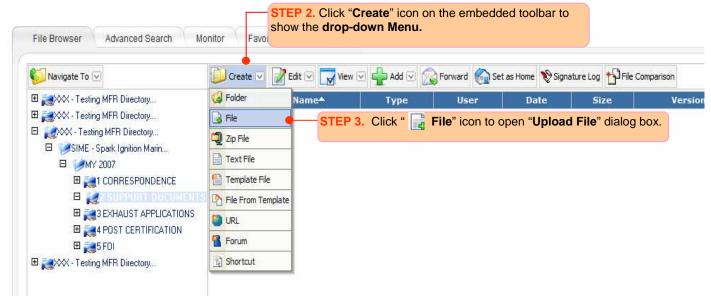
STEP 1 — Navigate to the desired folder (e.g., **2 SUPPORT DOCUMENTS** folder). Please make sure you have navigated to the desired folder since the file will be uploaded to the folder in which the "**Create**" function was executed. See **Figure 4-5**.

Figure 4-5 How to Upload the Documents to the ARB DMS — Directory Navigation

cuments Workflows Mail Box	News Board Calendar						
File Browser Advanced Search M	onitor Favorites Cli	pboard					
🌍 Navigate To 🖂	🚺 Create 🗵 📝 Edit 🗵	View 🖂 🚽 Add 🖂 💈	Forward 🙆 Se	et as Home 🏼 🏷 Sign	ature Log 扮 File C	omparison	
		Type	User folder in	Date	Size	Version	Stat

STEPS 2 & 3 — Once in the desired folder, click the "**Create**" menu on the embedded toolbar and select the "**File**" function to open the "**Create File**" tab shown in **Figure 4-6**.





STEP 4 — Under the "**Create File**" tab, click the "**Browse**" button to browse and select the local files to be uploaded to the DMS server. See **Figure 4-7-a**.

STEP 5 — Once the desired local file has been selected, both the **Save As** and the **File Title** fields will automatically assume the source file name (e.g. CBI_7XXXM.1961WM_RFA1LAB_.pdf). An alternate file name can be assigned in the **Save As** input-box. This is the name used to save your document in the repository. We recommend that you do not modify the **File Title**. The system will save the source name in the **File Title** and you can use it to compare the source name (original name) with the target name (name saved as in the repository). The source file name may be modified, but the file extension (in our example, .pdf) must be retained so that the file format is preserved and the document can be open.

STEP 6 (Optional) — Under the "**Create File**" tab, you can also provide any keywords for the selected file. Use it as a tool to communicate something important about the document with your assigned ARB staff representative and/or to easily remember the main content of the document without opening it. If you have more than one version you can also summarize the main differences of each version.

STEP 7 (Optional) — You also have the option to convert the selected file to PDF format or keep the original document as is. You may want to retain the source document in the original format and upload a PDF version. The system provides a PDF converter. To do so, select the check-box "Convert to PDF" and the system will upload a PDF version. If you also select the check box "Keep the original," the system will upload two copies: the original format and a PDF format document. To upload the original format only, you do not need to select any of these two check boxes.

STEP 8 — **Click the "Metadata"sub-tab.** As shown in Figure 4-7-b, select a corresponding document type from the "**Document Class(es)**" list box and click "▶" to add this specific document type to "**Selected Document Class(es)**" box. In this example, we selected the "**Emission Label Format**" document type.

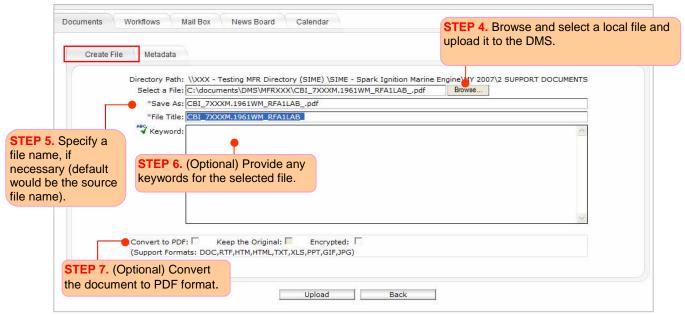
STEP 9 — Double click on the highlighted document type (e.g., Emission Label Format) to open the **File Metadata fields.** Fill in the required metadata attributes as indicated with "*." Optional metadata attributes shall also be provided to facilitate identification and classification as well as enhance file searches.

STEP 10 — Once the metadata attributes are completed, click on the "**OK**" button to close the metadata dialog box.

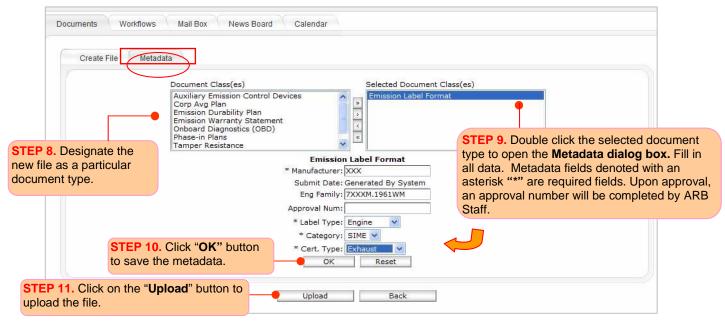
STEP 11 — To complete the process, click on the "**Upload**" button to upload the file to the folder where you executed the **Create** function.

Figure 4-7 How to Upload the Documents to the ARB DMS — Create File and Metadata Subtabs

(a) "Create File" Sub-tab



(b) "Metadata" Sub-tab



A base version number (e.g., 1.0 by default) will be assigned automatically to the new document once it is uploaded into the desired folder. All newly uploaded files are immediately searchable for rapid retrieval and convenient ease of access. The status of the newly submitted document is assigned as "**Draft**" by default. See **Figure 4-8**.

Figure 4-8 How to Upload the Documents to the ARB DMS –*Version Number and Document Status*

📕 Namet Type User Date Size Version S	Size Version Status	Create Create						
	SIZE VEISIUI SIGUE							
CBI_7XXXM.1961WM_RFA1LABpdf ® 🖾 Emission Label Format mrXXX Dec 22, 2006 10:36:02 AM /1 KB 1.0	2 AM 71 KB 1.0 Draft	Dec 22, 2006 10:36:02 AM	mfrxxx	🔀 CBI_7XXXM.1961WM_RFA1LABpdf 🔓 🚱 Emission Label Format				

The uploaded file is now ready to be submitted into the ARB DMS Workflow Processes. Please note that if the file has been named incorrectly, ARB staff will ask you to *rename* the file with the proper file naming convention. Additionally, the file must be submitted to the Workflow in order for documents to be reviewed by ARB staff. If it is not submitted to the workflow, staff will not receive notification that a new document has been submitted for review.

5. WORKFLOW PROCESSES

5. WORKFLOW PROCESSES

In this section, manufacturers will learn how to submit uploaded documents to **Workflow Processes** in the ARB DMS. *Only documents submitted to Workflow Processes will be reviewed by ARB staff.*

- Introduction to Workflow Processes
- List of Workflow Templates for On-Road and Off-Road Manufacturers
- Submitting Documents to Workflow Processes
- Checking the Status of Documents Submitted to the Workflow Processes
- Submitting Additional Documents to the Workflow Process

5.1 INTRODUCTION TO WORKFLOW PROCESSES

The **ARB DMS Workflow System** is designed to facilitate and streamline document review, processing, and approval. All electronic documents submitted to the workflow for processing are automatically routed to the workflow participants for review. With automatic task routing, the designated workflow participants (e.g., ARB certification staff) are notified when new submissions are made by manufacturers. It is important that manufacturers submit their files to the workflow or ARB staff will not receive notification of the documents submitted and the documents will not be reviewed. **Figure 5-1** shows a flow chart of the ARB DMS Workflow Process and **Figure 5-2** provides a screen layout of the **Process Manager** under the **Workflow Manager** section.

Figure 5-1 Flow Chart of the DMS Workflow Process

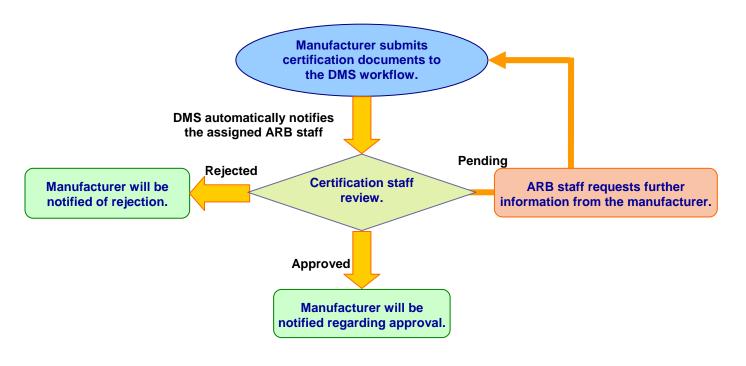


Figure 5-2 Workflow Tab – "Pending Process" and "Finished Process" Sub-tabs

(a) "Pending Process" Sub-tab

Documents Workflows Ma	I Box News Board Calendar Process Submit New Document(s)	Search filters: search workflow process bas the specified criteria.		Switch to open or clos "Search filers"
lick to review only Pending" Processes.	Start Date: From End Date: From Process:	Reset To	Users Search	
	Process	Workflow	Created By Start	Date
	F TE SIME_2007_XXX_LAB	SIMEApproval of Certification Support Documents (ver 7.0)		26,
	new version, the user can sort the cking the headings of each columns.	The date on process was		J

(b) "Finished Process" Sub-tab

Pending Process Finished Process	Submit New Document(s)				
Root	Process	Workflow	Created By	Start Date	End Date
Click to review only	The Label 1	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
"Finished" Processes.	Request for Approval of MFR XXX 2007 MY Application	TestSIMEApproval of Certification Application (ver 6.0)	mfrxxx	Sep 5, 2006	Sep 5, 2006
	🔹 🗟 Sorry, new changes please review	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
	🔹 🔁 Test Approval of MFR XXX Application	TestSIMEApproval of Certification Application (ver 6.0)	mfrxxx	Sep 6, 2006	Sep 6, 2006
	📫 🔁 Test for MFR XXX Application Byron	TestSIMEApproval of Certification Application (ver 6.0)	mfrxxx	Sep 6, 2006	Sep 6, 2006
	Testing notification system PDF	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
	ntification to back-up person	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 11, 2006
	🔹 🔁 test delegate 1	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 11, 2006	Dec 11, 2006
	Test2 wo delegate	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 11, 2006	Dec 11, 2006

In the ARB DMS, the workflow templates are defined based on specified document types and their review and approval processes. **Tables 5-1** and **5-3** list available workflow templates for the on-road Light Duty (LD), Motorcycle, and Heavy Duty (HD) categories, respectively. **Tables 5-4** and **5-7** list available workflow templates for the off-road SIME, SSIE, LSIE, and OFCI categories, respectively.

No.	Workflow Template Name	Document Types
1	LD FOIA Application Submission	LD FOIA TG Certification Application - TG Specific
2	LD FOIA Certification Application – Common Section	LD FOIA Certification Application –Common Section
3	LD CBI Application Submission	 LD CBI Certification Application - TG Specific
4	LD CBI Certification Application – Common Section	 LD CBI Certification Application –Common Section
5	LD CBI Running Change Requiring New EO	 LD CBI Running Change Requiring New EO
6	LD CBI Running Change with no new EO Required	 LD CBI Running Change with no new EO Required
7	LD Correspondence Submission	LD Correspondence
8	LD Post Certification Submission	Reports
9	LD Publication Submission	Publications
10	LD CBI Update/Final Application	 LD CBI Upate/Final Certification Application – TG Specific

 Table 5-1 Workflow Templates for On-Road LD Category

Table 5-2 Workflow Templates for On-Road Motorcycle Category

No.	Workflow Template Name	Document Types
1	CBI Applications Common Section	Complete CBI Applications Common
		Section
2	CBI Applications Engine Family	Complete CBI Applications Engine
		Familiy Specific
3	Correspondence	Correspondence
4	FOIA Applications	 FOIA Application
5	FOIA Applications Common Section	FOIA Applications Common Section
6	Post Certification	Post Cert Reports
7	Publications	Publications

No.	Workflow Template Name	Document Types
1	CBI-Certification Application	 CBI-Application for certification -HD engine family specific
2	Reports	 Periodic reports submitted by manufacturers
3	Certification Preview Plan (CPP)	 Certification Preview Plan (CPP) Material
4	Common Material	 Application common information I
5	Correspondence	Manufacturer general Correspondence
6	FOIA Certification Application	 FOIA Application for certification – (public accessible/non-confidential information)
7	Publications	 Publications (i.e. service manuals, owners manuals, etc.)

Table 5-3 Workflow Templates for On-Road HD Category

Table 5-4 Workflow Templates for Off-Road SIME Category

No.	Workflow Template Name	Document Types
1	SIMEApproval of Certification Applications	 Application EPA Certificate of Conformity Running Change Document
2	SIMEApproval of Certification Support Documents	 Emission Durability Plan Alternate Test Procedure Emission Label Format Emission Warranty Statement Corp Avg Plan PLT Sampling Plan Tamper Resistance Onboard Diagnostics (OBD) Auxiliarly Emission Control Devices; Phase-in Plans Authorization Letters Correspondence
3	SIMEApproval of Mfr ABT or PLT Report	ABT ReportPLT Report

Table 5-5 Workflow Templates for Off-Road SSIE Category

No.	Workflow Template Name	Document Types
1	SSIEApproval of Certification Applications	 Application EPA Certificate of Conformity Running Change Document
2	SSIEApproval of Certification Support Documents	 Emission Durability Plan Alternate Test Procedure Emission Label Format Emission Warranty Statement Corp Avg Plan PLT Sampling Plan Tamper Resistance Auxiliary Engine Cooling Auxiliarly Emission Control Devices Phase-in Plans
3	SSIEApproval of Mfr ABT Report	ABT Report
4	SSIEApproval of Mfr ABT or PLT Report	PLT Report

No.	Workflow Template Name	Document Types
1	LSIEApproval of Certification Applications	 Running Change Document Application EPA Certificate of Conformity
2	LSIEApproval of Certification Support Documents	 Emission Durability Plan Alternate Test Procedure Emission Label Format Emission Warranty Statement Corp Avg Plan PLT Sampling Plan Tamper Resistance Onboard Diagnostics (OBD) Auxiliary Emission Control Devices Phase-in Plans Authorization Letters Correspondence
3	LSIEApproval of Mfr ABT or PLT Report	PLT Report ABT Report

Table 5-6 Workflow Templates for Off-Road LSIE Category

Table 5-7 Workflow Templates for Off-Road OFCI Category

No.	Workflow Template Name	Document Types
1	OFCIApproval of Certification Applications	 Running Change Document Application EPA Certificate of Conformity
2	OFCIApproval of Certification Support Documents	 Emission Durability Plan Alternate Test Procedure Emission Label Format Emission Warranty Statement PLT Sampling Plan Tamper Resistance; Onboard Diagnostics (OBD) Auxiliary Emission Control Devices Phase-in Plans Authorization Letters Correspondence NECT/SEA Documents
3	OFCIApproval of Mfr ABT Report	ABT Report
4	OFCIApproval of Flexibility Engine Reports	Flexibility Engine Reports (OFCI)

5.3 SUBMITTING DOCUMENTS TO THE WORKFLOW PROCESSES

In Section 4, you learned how to upload documents to the desired folders. In this section, you will learn how to submit the uploaded documents to the DMS workflow processes.

Using the same example from Section 4, below is a step-by-step demonstration of how to submit the uploaded documents to the intended workflow processes. **Figures 5-3** and **5-4** illustrate all the steps through screen snap shots.

STEP 1 — Left click on the document icon $\frac{1}{12}$ that you want to submit to the workflow process. This will open a drop-down file operational menu.

STEP 2 — Click on the "**Submit to Workflow**" function and the **Workflow Manager** Screen will appear.

Figure 5-3 How to Submit Documents to the Workflow Processes – Submit to Workflow

renEDMS _{3.6}	Search Documents 💌 by File Tit	le 💌	Search		Help
Documents Workflows	Mail Box News Board Calendar				
	TEP 1. Left click the doc e operational drop-down M		n the		
问 Create 🗹 📝 Edit 🗹 🚺	View 🖂 🛖 Add 🖂 🔊 Forward 🏠	Set as Home 😵 Signature Log 🍴 File (Comparison		
😏 🏠 🗈 \\XXX - Testing	MFR Directory (SIME) \SIME - Spark Ignit	tion Marine Engine\MY 2007\2 SUPPO	ORT DOCUMENTS		
	Name	Туре	User	Date	Size Version Status
CBI_7XXXM.1961WM	1_RFA1LABpdf ¹ 📴	Emission Label Format	mfrxxx	Dec 22, 2006 10:36:02 AM	71 KB 1.0 Draft
Preview				Note: The docum	ent status is "Draft" bef
Forward				the document is a	submitted to workflow.
😥 Fax		Mfr XXX @ ARB_OFF_ROAD		V	Dee
🛃 Link Management		MIT XXX @ ARB_OFF_ROAD			Pag
Submit to Workfirm	STEP 2. Click "Subr	nit to Workflow" to su	bmit the		
Promote Version Level	document to appropri	iate workflow processe	es.		
Access Control					
View Properties					
🥔 Edit Properties					
Add Subfile					
Rename					
Delete					

Based on the document type of the file (e.g., ABT report), you will see the available active workflow template(s). The workflow template only accepts documents submitted from the repository if a document type has been previously associated to the workflow. In this example, you will see "Approval of Certification Support Documents" is the only available active workflow template since Mfr XXX is submitting the document with the **Emission Label Format** document type. Please refer to **Tables 5-1** and **5-7** in Section 5.2 to identify the workflow templates available to each document type.

STEP 3 — Select the available active workflow template. Once selected, the name of the template will be immediately shown next to "**Template Name**".

STEP 4 — Name the Process following the appropriate naming convention indicated on Appendix C, which contains a guideline to facilitate naming on-road and off-road processes. A process could have one or more documents related to one application or approval request. Please use a name that represents the main document or purpose. If additional information is needed, you will receive an e-mail notification making reference to the process name that you assigned. Please do not assign the same name to more than one work-flow process otherwise you may have difficulties determining which process to amend.

STEP 5 — Click on the "**Submit**" button. The DMS will then automatically route the document to the selected workflow and add it to the queue of the ARB staff assigned by the workflow template. The assigned certification staff will be automatically notified via e-mail of the new document submission.

Figure 5-4 How to Submit Documents to the Workflow Processes – *Workflow Manager* > *Submit New Document(s)*

Mail Box News Board Calendar STEP 3. Select one appropriate the available list.	riate active workflow template from
Select an available Template:	
Active Workflow Templates	Created by Date Created System Admin 2006-09-14
Template SIMEApproval of Certification Support Documents Name:	
Process Name: SIME-Approval of Certification Support Documents Process Name: SIME_2007_XXX_LAB	
<pre>#80 #Comments: Please review the label of engine family 7XXX</pre>	M.1961WM.
Start Date: 12/26/2006	

Note: Manufacturers will not **automatically** receive a notification after the new document is submitted to the workflow process. At any time, manufacturers can log in to the DMS to check the status of their documents as described in next section.

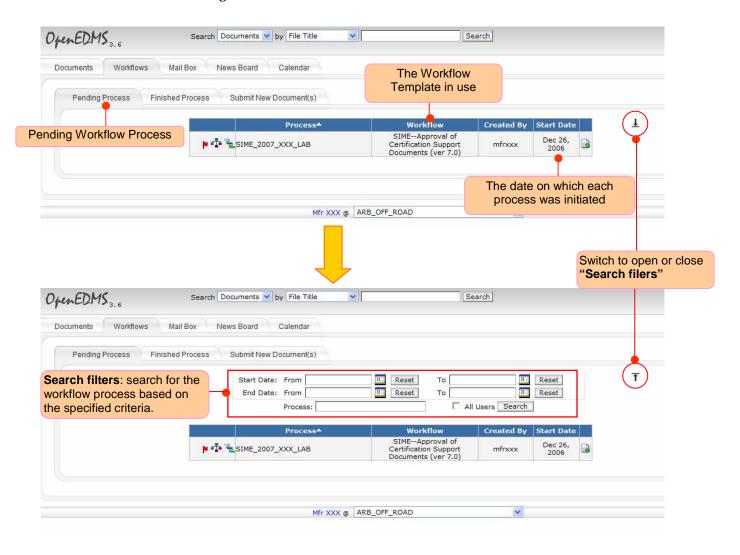
5.4 CHECKING THE STATUS OF DOCUMENTS SUBMITTED TO WORKFLOW PROCESSES

Manufacturers can use the following two methods to check if the documents were submitted to the DMS workflow processes.

(1) From the Documents Tab – *Process Manager Sub-tab*

Once you click the "**Submit**" button as seen in **Figure 5-4**, the **Pending Process sub-tab** under the **Workflows Tab** will appear (see **Figure 5-5**). In this **screen**, you will see a list of your pending processes. Your document was successfully submitted to the workflow process if it is listed on this screen. In **Figure 5-5**, we see that our example of an Emissions Label document has been submitted successfully since the process name called "**SIME_2007_XXX_LAB**" is listed in the pending process.

Figure 5-5Checking the Status of Documents Submitted to the Workflow Process – Workflows
Tab >Pending Process Sub-tab



(2) From Documents Tab—*File Browser Sub-tab*

Another method to check the status of documents submitted to the workflow is shown in **Figure 5-6**. From the **File Browser sub-tab** under the **Documents Tab**, you notice that the status of this document has changed from "**Draft**" to "**Pending**." In addition, a small geation is also present, indicating that the document has been submitted to the workflow process successfully. As a document progresses through the ARB review process, its status will change accordingly (e.g., received, invalid, approved or rejected, etc). If you hold the mouse pointer on top of the green gear icon, the assigned workflow process name will be displayed.

Figure 5-6Checking the Status of Documents Submitted to the Workflow Process – Document
Tab>File Browser Sub-tab

enEDMS _{3.6}	Search Documents 🔽 by File Title	•	Search				Help Logou
cuments Workflows	Mail Box News Board Calendar						
File Browser Advance	ced Search Monitor Favorites Cli	pboard					
问 Create 🖂 📝 Edit 🖸	Z 📝 View 🗵 🐈 Add 🗵 🚫 Forward 🏠 S	et as Home 🇞 Signature Log	omparison				
🗐 ổ 🖻 \\XXX - Test	ting MFR Directory (SIME) \SIME - Spark Igniti				22		
CBI_7XXXM.1961	Name^ IWM_RFA1LABpdf 🏶 🔓 🚱	Type Emission Label Format	User mfrxxx	Date Dec 22, 2006 10:36:02 AM	Size 71 KB	Version	Status Pending
A							
the document	icon 🌸 shows that was submitted to the			Please note changed from			
workflow proc	ess successfully.	Ifr XXX @ ARB_OFF_ROAD		×			e: 2

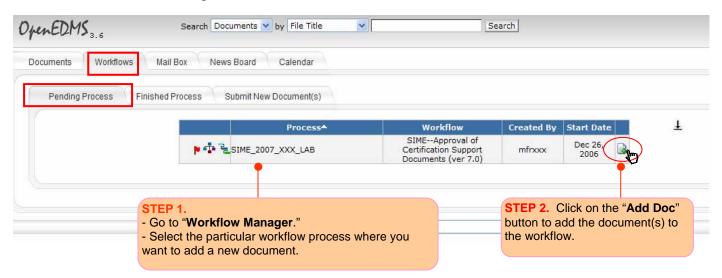
5.5 SUBMITTING ADDITIONAL DOCUMENTS TO THE WORKFLOW PROCESS

Upon reviewing a document, the ARB certification staff may request corrections or need additional information. Below please see a step-by-step example of how additional documents can be submitted to an existing workflow process. These steps are also illustrated in **Figures 5-7** through **5-9**.

STEP 1 — Click on the "**Workflow** " Tab, then click on the "**Pending Processes**" Sub-Tab . Select the particular workflow process where you would like to submit additional documents.

STEP 2 – Click on the "**Add Doc**" button to add the document(s) to the workflow.

Figure 5-7How to Submit Additional Documents to an Existing Workflow Process – Workflow
Tab>Pending Process Sub-tab



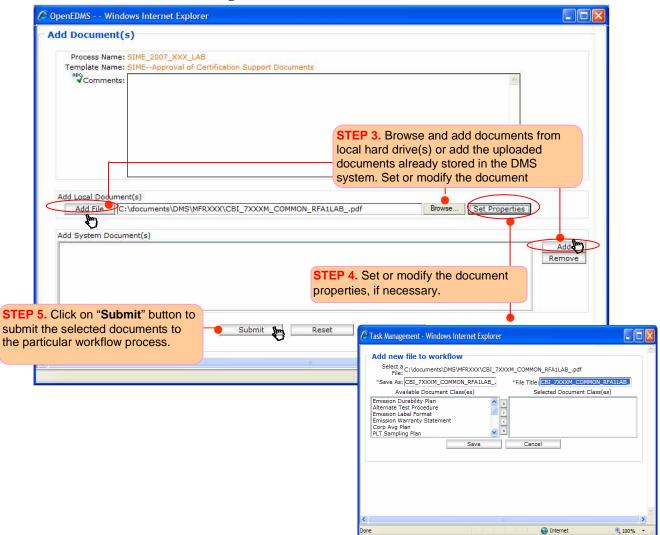
STEP 3 — After the "**Add Doc**" button is clicked, the "**Add Document(s)**" dialog box will appear. In this dialog box, you can click on the "**Browse**" button to browse and add the documents from your local hard drive(s) or you can click on the "**Add**" button if you want to add the documents that have already been uploaded and stored in your DMS manufacturer directory repository.

You can click on the "Add File" button if you want to upload additional files from your local hard drive and submit to the particular workflow process.

STEP 4 — To set or modify the document properties, click on the "**Set Properties**" button to open the "**Add new file to workflow**" dialog box. In this dialog box, choose the correct document type and complete the metadata fields as required. Please refer to Section 4.3 for the steps to set up the document properties and complete the metadata information. Once you are done, click the "**Save**" button to close the dialog box. <u>Please remember that when submitting a new version of a file, the file name must be identical to that of the old version in order for the DMS version control to function properly.</u>

STEP 5 — Click on the "**Submit**" button to complete the submission of your additional documents to the particular workflow process.

Figure 5-8 How to Submit Additional Documents to an Existing Workflow Process – *Add Document(s) Dialog Box*



STEP 6 — To check the status of your additional submission, go to **Document Tab**> **File Browser Sub-tab** and navigate to the folder where the original document submitted to workflow is being stored (e.g., CBI folder). You will find here the display of the additional document that you just submitted to the same workflow.

Figure 5-9How to Submit Additional Documents to a Specific Workflow Process – Checking
the Document Status in the File Browser Tab

ard					
s Home 🍾 Signature Log 🚹 File Com	parison				
Marine Engine\MY 2007\2 SUPPORT	DOCUMENTS User	Date	Size	Version	Status
Emission Label Format	mfrxxx	Dec 22, 2006 10:36:02 AM	71 KB	1.0	Pending
			ACCESS CONSIST		8 2
Emission Label Format	mfrxxx	Dec 27, 2006 2:39:28 PM	51 KB	1.0	Pending
Emission Label Format	mfrxxx	Dec 27, 2006 2:39:28 PM	51 KB	1.0	Pending
	Marine Engine\MY 2007\2 SUPPORT	s Home Vignature Log File Comparison Marine Engine\MY 2007\2 SUPPORT DOCUMENTS Type User	s Home 😵 Signature Log 🎦 File Comparison Marine Engine\MY 2007\2 SUPPORT DOCUMENTS Type User Date	s Home 😵 Signature Log 🔂 File Comparison Marine Engine\MY 2007\2 SUPPORT DOCUMENTS Type User Date Size	s Home VSignature Log Pile Comparison Marrine Engine\MY 2007\2 SUPPORT DOCUMENTS Type User Date Size Version

6. <u>ADDITIONAL</u> <u>ARB DMS FEATURES</u>

6. ADDITIONAL ARB DMS FEATURES

In this section, you will learn how to use the following additional features in the ARB DMS, including:

- Linking Files
- Document Check-Out/Check-In
- Version Comparison and Promotion
- Simple Search and Advanced Search

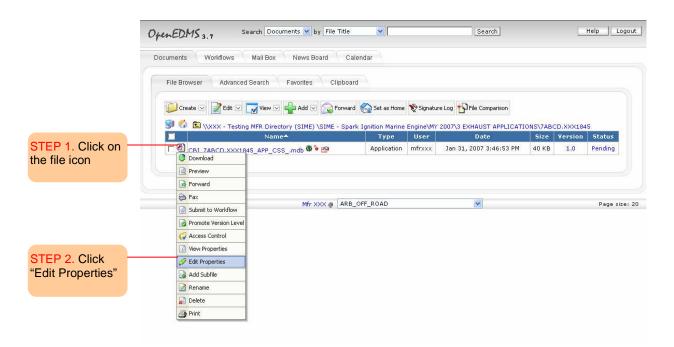
6.1 LINKING FILES

Using the **DMS Link Management** feature, you can link related documents or supporting material stored in remote folders across the repository for convenient document referral and comparison. For example, if you submitted a durability plan two years ago and it is still applicable, you do not need to resubmit it. You only need to link the existing durability plan with the applicable engine family or test group document. You should then write a clarification note in the "**Comments**" box when submitting your engine family or test group files to the workflow process (as illustrated in **Figure 5.4** and **Figure 5.8**). The system will allow you to link multiple documents of different kinds.

Below are step-by-step examples of how to perform the file linking.

STEP 1 — To add a link, first left click on the icon of the source document. This will open a drop-down file operational menu. See **Figure 6-1**.

Figure 6-1 How to Perform the File Linking — File Browser Screen>Link Management Function



STEP 2 — Click on the **Edit Properties** menu item as shown in **Figure 6-1** to open the **File Link dialog box** that is located in the link tab as seen in **Figure 6-2**.

Figure 6-2 How to Perform the File Linking—*File Link dialog box*

Name: CBI_7XXXM.1961WM	1_RFA1LABpdf 🔮	
Location: \\XXX - Testing MFR SUPPORT DOCUMEN	Directory (SIME) \SIME - Spark I TS\CBI_7XXXM.1961WM_RFA1LA	gnition Marine Engine\MY 2007\2 3pdf
File Link(s)	Name	Date Modified

STEP 3 — Click on the "**Create**" button in **Figure 6-2** to open the "**Select File Link**" dialog box shown in **Figure 6-3**.

STEP 4 — Navigate to the target document and click on its checkbox to select it. Once the document is selected, if necessary, click on the drop-down **Link Type** list to specify the nature of the linked document's relationship to the source document.

STEP 5 — *Choose "Related" in the "Link" pull down menu. Related indicates that the files are related to each other. The other items listed are not applicable.*

STEP 6— Click on "**Add Link**" button to link the selected document(s) to the source document.

Figure 6-3 How to Perform the File Linking — "Select File Link" dialog box

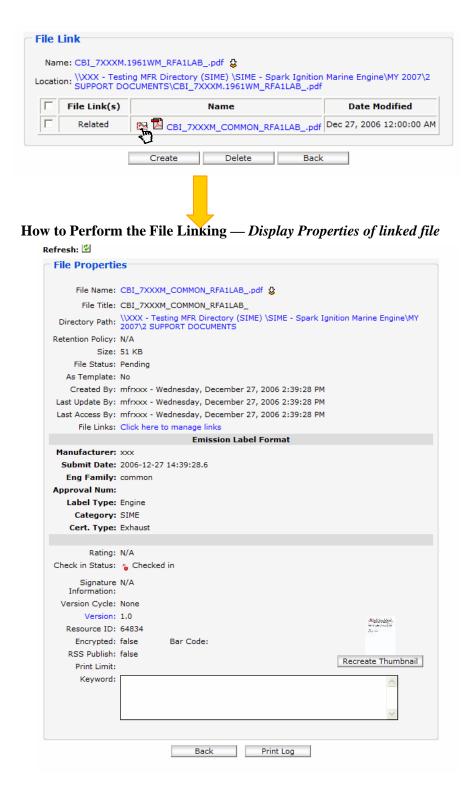
	File Management > Select File Link					
Nan	Name: CBI_7XXXM.1961WM_RFA1LABpdf					
Locatio	Location: \\XXX - Testing MFR Directory (SIME) \SIME - Spark Ignition Marine Engine\MY 2007\2 SUPPORT DOCUMENTS\CBI_7XXXM.1961WM_RFA1LABpdf					
L	ink Related					
	- Testing MFR Directory (SIME) \SIME -	- Spark Ignition Mari	ne Engine	MY Add Link		
2007\2 SU	PPORT DOCUMENTS	opark Ignition Ham	ne crigine			
2007\2 SU		Туре	Creator			
	PPORT DOCUMENTS					

Once the document is linked, it is added to the list, as it is shown in Figure 6-4-a. You can see the properties of a linked file by clicking on the view properties icon 🗠 . The properties of the linked document will be displayed as shown in **Figure 6-4-b**.

STEP 7—Save the new link(s) by clicking on **"Update**" button.

Figure 6-4 How to Perform the File Linking — *View Properties*

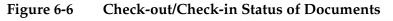
Figure 6-5



6.2 DOCUMENT CHECK-OUT/CHECK-IN

In the ARB DMS, the "**check-out/check-in**" mechanism protects document integrity by preventing users from making simultaneous changes, by forestalling inadvertent overwrites of important data, and by ensuring that the most current document version is always displayed in the **File Browser**.

In order to effect changes to a document stored in the repository, the file must first be checked out (i.e., downloaded to a local machine) before an updated version containing the saved changes is checked back in (i.e., uploaded back to the server). Below please see an example of check-out/check-in status of the two documents.



- A -

	Document is ch	hecked-in				
Name		Туре	User	Date	Version	Status
CBI_7ABCM_Common_RFA1ABTpdf	- 🎇 🕲 ┥	ABT Report	mfrxxx	Jan 30, 2006	1.0	Pending
🗔 🖾 Title13Testing-template.doc 🏶 🛔		ABT Report	mfrxxx	Jan 30, 2006	1.0	Pending
Document is cl	hecked-out					

The small padlock icon indicates whether the file is currently checked-in (\mathbf{b}) or checked-out (\mathbf{b}). When a document is checked-out, its contents may still be viewed by other users but no further changes are permitted until the file has been checked back in.

To check a file out of the repository, click on the small open padlock icon **b** and install the Java plug-in if prompted (Note: this plug-in only needs to be installed once).

When checking out a file for the first time, the user will be asked to select a working folder in which the current file will be temporarily stored during modification; all checked-out documents will subsequently be saved to the same directory path.

Once all desired changes have been saved, return to the **File Browser** and click on the closed padlock icon **b** to check the updated version of the file back in to the repository.

Below please see a step-by-step example showing how to check out and check in documents in the ARB DMS.

STEP 1 — Click on the small open padlock icon **b** next to the file that you want to check out.

😻 🎧 🖻 \\XXX - Testing MFR Directory (SIME) \SIME - Spark Ignition Marine Engine\MY 2007\1 CORRESPONDENCE								
Name		Туре	User	Date v		ize Versi	ion Stat	
Title13Testing-template.do	- ° . <mark>8</mark>	Correspondence	mfrxxx	Dec 28, 2006 2:4	8:13 PM 62	КВ 1.0	Dra	
🗌 📷 AUTHORIZATION LETTERS	- V	k on the small pad	ock icon	Aug 17, 2006 10:5	52:19 AM N	I/A N/A	A	
🗆 😭 EMAIL		si on the small pau		Aug 17, 2006 10:5	o /			
					The original ve 1.0 before the			
					checked out	uocumen	115	

STEP 2 — When you are checking out a file for the first time, a dialog box for the selection of a working folder will be prompted.

https://secure.arb.ca.gov - check out Title13Te	
Your working folder hasn't been defined. Please select your working folder:	STEP 2: Click on the "Browse" button to define your working folder.
Select: Browse	
Check Out Cancel	
🕘 Applet FileCheckingOu 🔹 🔮 Internet 🛒	

STEP 3 — After the working folder is selected, click on the "**Check Out**" button to check out the file.

2	Select: C:\documents\DMS\Working Copy Browse
STEP 3 : Click on the " Check Out " button to check out the for modification.	
	Check Out Cancel

STEP 4 — After you click on the "**Check Out**" button, a message box will appear. Click on the "**Open It!** "button to initiate an application which can open and edit the document based on the associated document format. In this demonstration, **Microsoft Word** will automatically initiate and open the document for modification.

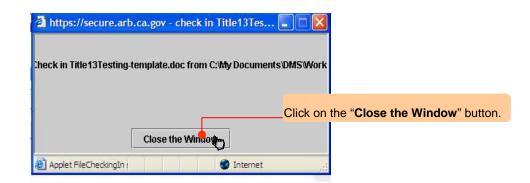
🗿 https://secure.arb.ca.gov - check out Title13Te 🔳 🗖	
Check out Title13Testing-template.doc to C:Wy Documents/DMS/W/	r
CHECK OUT THE ISTESTING-LEMPIACE.UUC TO C. WY DOCUMENTS DWS WY	STEP 4: Click on the "Open It!"
	button to initiate an application which can open the document for
	modification.
Open it! Close the Window	
Applet FileCheckingOu	

STEP 5 — Once all the desired changes have been made, save and close the application (Microsoft Word), and return to the **File Browser**.

Click on the closed padlock icon **b** to open the following 1st message box. Click on the "**Check In**" button to check the updated document back into the repository. After clicking "**Check In**" button, the 2nd message box will appear. Click on the "**Close the Window**" to finish the "**check-out/check-in**" process.

	Name		Туре	User	Date	Version	Status
	CBI_7ABCM_Common_RFA1ABTpdf 🏶 🔓		ABT Report	mfrxxx	Jan 30, 2006	1.0	Pending
□ 🖲	Title13Testing-template.doc 🏶 🎙	<u>}</u> m}	ABT Report	mfrxxx	Jan 30, 2006	1.0	Pending
	STEP 5: click on the closed pa	adlock icon 🔒.					
		1 st]	Message Bo	x			
		https://secure.arb.ca.g	ov - check in Tit	le13Tes			
		D Please	se choose working	ı folder			
		Select: C:Wy Docume			e		
		Undo Check Out	Check In	Cancel	_		
Clic	ck on the " Check In " button.	Applet ChooseWorking	٢	Internet			

2^{nd} Message Box



Name		Туре	User	Date	Version	Status
🗆 🔁 CBI_7ABCM_Common_RFA1ABTpdf 🏶 🖢		ABT Report	mfrxxx	Jan 30, 2006	1.0	Pending
Title13Testing-template.doc 🏶 🖌 🗕		ABT Report	mfrxxx	Jan 30, 2006	1.1	Pending

After the document is checked in, the closed padlock icon **b** will change back to open padlock icon.

After the document is checked in, the version number changes from 1.0 to 1.1.

6.3 VERSION COMPARISON AND PROMOTION

6.3.1 Version Comparison

Each time a document is checked back into the repository after alterations on a local machine, the ARB DMS will automatically create and securely store a new version so that no previous version is ever overwritten. To perform a **Version Comparison** between the different versions of the document, please follow the step-by-step example described below. Only two versions can be compared at a time.

				 Click the version History s 		r " 1.1 " to op
	Name	Туре	User	Date	version	Status
□ 🔽	CBI_7ABCM_Common_RFA1ABTpdf 🏶 🖢	ABT Report	mfrxxx	Jan 30, 2006	1.0	Pending
	Title13Testing-template.doc 🏶 🐌	ABT Report	mfrxxx	Jan 30, 2006	1.1	Pending
					C)	

STEP 2. Click the check boxes next to two different versions of the document that you want to compare.

File Manag	ement > Version Hist		EP 3. Click on "Co Semparison Summ	mpare" button to open the ary" screen.
Back	Compare Resource	e Name: Title13Testing-template	.doc	
\\XXX\SIME - Sp		7\Exhaust\Common\CBI\Title13T		
\\XXX\SIME - Sp Ver #				Comments
	park Ignition Marine Engine\2003	7\Exhaust\Common\CBI\Title13T	esting-template.doc	Comments

Version History Screen

Comparison Summary Screen

Back Details Wrap Comparison	Changed Inserted Deleted
Title13Testing-template.doc (1.0)	Title13Testing-template.doc (1.1)
13 Mr. Manufacturer	13 Mr. MFRXXX
20 This letter is to notify Company that the Air Resources Board (ARB) may be planning to visit C	20 This is a demo for check-in/check-out and version comparison.
22 ARB will perform compliance and confirmatory testing on the California certified engine familie	22 This letter is to notify MFRXXX that the Air Resources Board (ARB) may be planning to visit MF
	24 ARB will perform compliance and confirmatory testing on the California certified engine familie 25
STEP 4. Click on the "Detail" button to see "Detailed Comparison" screen, if desired.	

Detailed Comparison Screen

To view the properties of a particular version, simply click the desired version number in the **Version History** dialog to open the **File Properties** screen. Click on the red notebook icon **b** to add version comments.

File Management > Version History

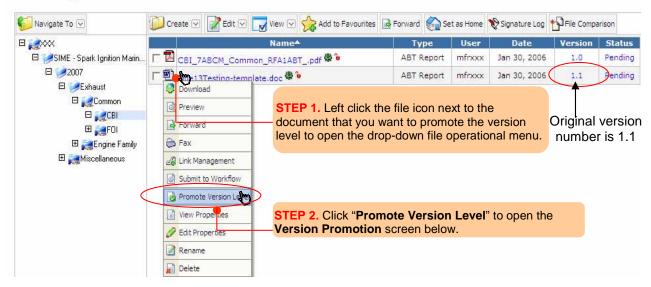
Back Compare Resource Name: Title13Testing-template.doc						
\\XXX\SIME - Sp	ark Ignition Marine Engine\2007\	\Exhaust\Common\CBI\Title13Te	esting-template.doc			
Ver #	User	Date	Status	Comments		
🗹 1.1 📑 🕅	mfrxxx	Jan 10, 2006	Draft			
☑ 1.0	mfrxxx	Jan 10, 2006	Draft			

resh: 🖄		
ile Propert	ies	
File Name:	Title13Testing-template.doc 🔮	
File Title:	Title13Testing-template	
Directory Path:	\\XXX\SIME - Spark Ignition Marine Engine\2007 \Exhaust\Common\CBI\Title13Testing-template.doc	
File Extension:	doc	Size: 47 KB
File Status:	Draft	
Created By:	mfrxxx - Tuesday, January 10, 2006	
ast Update By:	mfrxxx - Tuesday, January 10, 2006	
ast Access By:	mfrxxx - Tuesday, January 10, 2006	
File Links:	Click here to manage links	
Rating:	N/A	
Check in Status:	€ Checked in	
Signature Information:	N/A	
Version Cycle:	None	
Version:	1.1	
Resource ID:	39007	
Overview:		~

6.3.2 Version Promotion

In the ARB DMS, you can also manually promote the version level of a document by following the steps in the example described below.

File Management > File Browser



Version Promotion Screen

File Management > Version Promotion
Version Promotion
Title13Testing-template.doc 1.1 will be promoted to the next level 2.0
Comments
Promote Cancel
STEP 3. Click on the " Promote " button to promote the version number from 1.1 to 2.0 .

After clicking on the "**Promote**" button, you will notice that the version number has been changed from 1.1 to 2.0. Use the version promotion option if you submit a new version of a document that already has been approved.

Name	Туре	User	Date	Version	Status
🗆 🔁 CBI_7ABCM_Common_RFA1ABTpdf 🏶 🖢	ABT Report	mfrxxx	Jan 30, 2006	1.0	Pending
「 🗐 Title13Testing-template.doc 🏶 🐌	ABT Report	mfrxxx	Jan 30, 2006	2.0	Pending

6.4 SIMPLE SEARCH AND ADVANCED SEARCH

The ARB DMS is using the **OpenEDMS** search engine to ensure that any information resource contained anywhere within the repository can be instantly accessed and retrieved.

With minimum input, users can recover the information needed using a variety of flexible search parameters to pinpoint the precise location of specific files and folders. Two search tools (**Simple Search** and **Advanced Search**) provided by the ARB DMS are briefly described below.

ARB DMS Search Tool Menu

OpenEDMS 3.6		Search Docum			Search Simple Search
· ·	kflows Mail E	lox News B		File Title File Content File Name Folder Name Web Lite	
File Browser	Advanced Search	Monitor	Favorites	Document Class	
	•			Version Number Keyword Template File Bar Code	

6.4.1 Simple Search

A **Simple Search** may be conducted using any one of the following parameters:

- **File Title**: This search will retrieve documents with a corresponding file title. File titles may optionally be provided when creating a new document (the system automatically adopts the default file source name unless otherwise specified).
- **File Content**: This is a free-text search that will locate any file by the phrase or keywords provided. By default, the results will be sorted in descending order according to the number of hits. To view each instance of the keyword within the displayed document(s), click on the green hit number beside the file name.
- File Name: This search will locate documents based on their file name. A file name is defined by the system as any text string that could be contained within the file name (e.g., if "pdf" is entered into the search field, all files with the extension pdf in upper, lower or mixed case will occur in the search results). Any file with the characters pdf in the file name will also be included (e.g., "mypdftest.txt").
- **Folder Name**: This search will identify the location of a particular folder based on its assigned name.
- **Web Link**: This search will retrieve any URL hyperlink created within the repository on the basis of its name.
- Forum: This search will find any forum created within the repository based on its name.

Search results will be listed alphabetically in the **File Browser**.

6.4.2 Advanced Search

In addition to the basic search parameters enumerated above, an **Advanced Search** may be conducted according to user-defined search filters containing any combination of the parameters listed below.

Contraction of the second seco	Saved Filters
Latest Version C All Versions C Version Number	Name
Folder Name:	Your Search Filter List is Empty.
File Title:	Delete Get Filter Rename
File Name:	
Document Class: ABT Report	Search by Document Type(s) to open
Status: any status	the metadata dialog box.
Created By:	* Maria 6 a harris
Updated By:	Manufacurer: * Model Year:
Containing Text:	Approval Num:
Keyword:	* Category: V Clear
Sort By: relevance 💉 any of the words	
🗆 Fuzzy 🔲 Stemming 🗖 Phonic 🗖	
Created From: To:	Cert. Type:
Updated From : To:	Reset Search
ccessed From : To:	

Advanced Search dialog box

• **Document Type(s)**: Document type(s) are preconfigured by the ARB DMS administrator and may consist of any number of customized **metadata attributes**. Please refer to **Section 2.3 Document Type and Metadata** for further information.

As described in Section 2.3, every document type is distinguished by an associated series of identifying characteristics, or **Metadata**. Once a document type has been selected, its assigned metadata attributes may be used as search criteria. For example, an "ABT Report" document type with metadata fields *Manufacturer*, *Model*, *Year*, *Approval Number*, *Category*, *and Report Type*, *etc*. could be searched by one or more of these metadata attributes.

Depending upon the configuration of the metadata, multiple selections may often be available for any given field. Users may click on the drop-down list to view the various options.

Note: Users are not required to complete all the metadata fields to perform an advanced search based on the document type.

• **Search From**: By default, the search range is confined to the current directory path so that only those files or folders contained within the present folder and its subfolders will be included. Alternatively, the search range may be extended to the entire repository so that all domain content will be included. To extend the search range to the entire repository, click the root directory icon

Note: only those files and folders to which the user has been granted read permission will be accessible to the user in the search results.

- **Created By**: To search for a document on the basis of the user ID of the original author/up loader.
- **Updated By**: To search for a document using the name of the individual who last modified the document.
- **Creation Date Range**: To search for a document created within a particular timeframe.
- **Update Date Range**: To search for a document updated within a particular timeframe.
- Access Date Range: To search for a document based on its last access date.
- **Search Type:** When searching for specific content, a user may stipulate whether the file(s) must contain all of the words, any of the words, or the exact phrase.
 - Any of the Words: This parameter will retrieve all documents containing any of the specified words. Words may be grouped into phrases by quotation marks, in which case the entire phrase must appear in the document for it to be considered a match.

Inserting a plus sign (+) in front of any word or phrase will add it to the search criteria; inserting a minus sign (-) in front of any word or phrase will exclude from the search any document in which the denoted word or phrase occurs.

- All of the words: This parameter requires that all of the provided words and phrases are present in a document for it to be considered a match.
- Exact phrase: This parameter treats the search text as a single phrase and only retrieves documents containing an exact match.
- Boolean: This parameter retrieves a structured group of words or phrases linked by *and*, *or*, *not*, *w*/.

7. NEW DMS FEATURES

7. NEW DMS FEATURES

This section provides an overview of the new features included in OpenEDMS version 3.7, available to manufacturers in the ARB DMS system.

7.1 NEW FEATURE OF CLIP BOARD WINDOW

The Clip Board window (see Figure 7-1) used to copy and paste documents now can be resized to see the complete path and entire file name. This should facilite the selection of the document or folder to be copied as illustrated in figure 7-1 and 7-2.

Figure 7-1 Original Clip Board Window

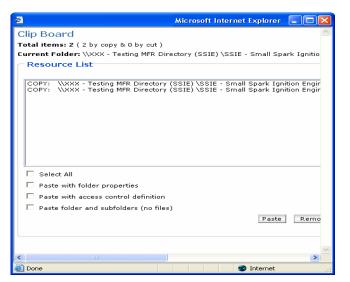


Figure 7-2 Expanded Clipboard

lip Board		
otal items: 2 (2 by copy & 0 by cut)		
urrent Folder: \\XXX - Testing MFR Directory (SS	SIE) \SSIE - Small Spark Ignition Engine\MY 2007\2 SUPPORT DOCUMENTS	
Resource List		
COPY: UXXX - Testing MFR Directory (SSIE) \S COPY: UXXX - Testing MFR Directory (SSIE) \S	SIE - Small Spark Ignition Engine MY 2007A EVAP APPLICATIONS SE EXHAUST APPLICATIONS SEMILY NAME SIE - Small Spark Ignition Engine MY 2007AS SUPPORT DOCUMENTS CEI, 7xxx.daekuoldoe	
Paste with folder properties		
Select All Paste with folder properties Paste with access control definition Paste folder and subfolders (no files)		
 Paste with folder properties Paste with access control definition 	Paste Remove Cancel	
 Paste with folder properties Paste with access control definition 	Paste Remove Cancel	

Additionally, the content of the clipboard can be accessed directly. Just click on the clipboard tab.

7.2 IMPROVED FEATURE OF LINKING DOCUMENTS

The linking documents feature has been improved in the new version, the process to link documents is slightly different. To link one or more document(s) to an existing one "Q1", please left click on the icon of the document "Q1". Then select "Edit Properties". The system will bring-up the Edit properties tab screen used to upload document "Q1" which is shown in Figure 7-3. Notice that a new "Link" tab is available. Click on the "Link" tab to add or remove links as shown in Figure 7-4

OpenEDMS 3.7 So	arch Documents 💟 by File Title 🔍	Search	Help Logout
Documents Workflows	Mail Box News Board Calendar		
Edit Properties Metadat	a Link		
Refresh: 🗭	Directory Path: \\XXX - Testing MFR Directory (SIM *Save As: CBI_7ABCD.XXX1845_APP_CSSn *File Title: CBI_7XXXB01.6GPB_APP_CSS_ Status: Pending *** Keyword:		\MY 2007\3 EXHAUST APPLICATIO
	Print Limit: No Change Allowed: RSS Publish: Check in Status: Checked in Update Bac		
	Mfr XXX @ ARB_OFF_ROAD	×	Page size: 20

Figure 7-4 File "Link" Tab

OpenEDMS 3.7 Se	arch Documents 💌 by File	Title	Search	Help Logout
Documents Workflows	Mail Box News Board	Calendar		
Edit Properties Metadat	a Link		1	
	File Link(s)	File Name	Date Modified	
		Create Delete		
		Update Back]	
	Mfr XXX @	ARB_OFF_ROAD	×	Page size: 20

Once you are on the "Link" tab, click on the "Create" button, and then browse for the document "E1" that you want to link to ("Q1"). If you want to navigate, click on the folder icons to expand them and move further inside of the directory structure.

Select the document(s) "E1" that you want to link, next click on the "Add Link" button as illustrated on Figure 7-5.

Figure 7-5 "Select File Link" Window

	File Managemer	nt > Select File	Link	
	me: CBI_7ABCD.XXX1845_APP_CSS ion: \\XXX - Testing MFR Directory (SIM EXHAUST APPLICATIONS\7ABCD.)	1E) \SIME - Spark Ign		
Ту	Link Related	- Spark Ignition Marin	e Engine\	MY Add Link
2007\2 SL	JPPORT DOCUMENTS			
2007\2 SU		Туре	Creator	
2007\2 SL	JPPORT DOCUMENTS	Type Emission Durability		
	JPPORT DOCUMENTS Name	Type Emission Durability	Creator	Date Jan 31, 2007 3:22:44

Figure 7.6 shows that the selected file was added to the list of linked files. You can link as many files as you need. To link more documents click again the "**Create**" button, to exit and save your changes click the "**Update**" button.

Figure 7-6 List of Linked Files

uments Workflow	vs Mail Box News E	loard Calendar		
Edit Properties	letadata Link			
	File Link(s)	File Name	Date Modified	
	Related	B CBI_7XXXD_COMMON_RFA3DFPd	oc Jan 31, 2007 12:00:00 AM	
		Create Delete		
		Update Back		
		Update Back		

Once you link a file, a "**Link**" icon is displayed after the file name inside the file browser tab as illustrated on **Figure 7-7**. If you move the mouse pointer on top of the "**Link**" icon, it will display the name of the file(s) that are linked to it. With this new feature, you can know when a document has linked files without having to view the properties of the document.

ocuments Workflows Mail Box News Board Caler	ndar					
File Browser Advanced Search Favorites Clipboard						
📁 Create 🔍 📝 Edit 🔍 🥁 View 🔍 🛖 Add 🔍 🕵 Forward	🟠 Set as Home ষ	🗞 Signature	Log 🎦 File Comparison			
😏 🚱 🗈 \\XXX - Testing MFR Directory (SIME) \SIME - Spark						
Name▲ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Type Application	User mfrxxx	Date Jan 31, 2007 3:46:53 PM	Size 40 KB	Version 1.0	Status Pending
Linked File: CBI_7XXXD_COMM						
Mfr XXX @ ARB_O	FERDAD		~			Page siz

Figure 7-7 File Browser – File Link Icon

7.3 CHECKING IN A NEW VERSION OF AN EXISTING DOCUMENT

When a new version of a document is uploaded, it must be saved with the same document name and in the same location. If this rule is followed, the system automatically adds the metadata based on what you entered before. It also checks in the document, increases the document version number, and if the document was already in the workflow, the system sends a notification to the assigned ARB certification representative. (Please be aware that the file name is case sensitive including the file extension.)

Figures 7-8 to 7-11 illustrate the main changes in the process of uploading a new version of an existing document.

Figure 7-8 Uploading A New Version Of An Existing Document– "Create File" Tab

nents Workflows Mail Box News Board Calendar	
Create File Metadata	
Directory Path: \\XXX - Testing MFR Directory (SSIE) \SSIE - Small Spark Ignition Engine\MY 2007	2 SUPPORT DOCUMENTS
Select a File: C:\0 training 12-06\MFR OFRD\CBI 70FRD COMMON RFA30BD .doc Browse	
*Save As: CBI_7XXXX_COMMON_RFA3OBDdoc	
*File Title: CBI_70FRD_COMMON_RFA30BD_	
♥ Keyword: Uploading a new version of the same document	<u> </u>
	~
Convert to PDF: 🔽 Keep the Original: 🔟 Encrypted: 🔽	
(Support Formats: DOC,RTF,HTM,HTML,TXT,XLS,PPT,GIF,JPG)	

Figure 7-8 shows that the metadata information is in a separate tab. If you are uploading a new version of an existing document, please use exactly the same name for the version control to work properly. The system recognizes that the file exist and will ask you if you want to check in the document as shown in **Figure 7-9**. Please click the "**OK**" button, the screen on **Figure 7-10** will show up.

Figure 7-9 Uploading A New Version Of An Existing Document– Pop-up Message Box



Figure 7-10 Uploading A New Version Of An Existing Document– "Checking In "the Document"

	🛛 🍏 🛃 👻 🗟 Bookmarks 🕶 🔛 Popups okay 🛛 🧩 Check 👻 🔨 AutoLink 👻 🐚 AutoFill 🛽		15 🕶 📆
L. CDUC Sear	ch Documents 🗸 by File Title 🔽 Search		Logout
penEDMS _{3.6} sear		in the second	
Documents Workflows M	ail Box News Board Calendar		
Create File Metadata			
	\\XXX - Testing MFR Directory (SSIE) \SSIE - Small Spark Ignition Engine\MY 2007\2 C:\0 training 12-06\MFR OFRD\CBI_70FRD_COMMON_RFA30BDdoc Browse	SUPPORT DOCUMENTS	
	CBL_7XXXX_COMMON_RFA30BDdoc		
	CBI_70FRD_COMMON_RFA30BDBBC		
	mfr xxxxUploading a new version of the same document		
• Keyword.	MIT XXXxopioaating a new version of the same accument		
		9	
Comment:		~	
	and and an		
Convert to PDF	: Keep the Original: Encrypted: ts: DOC,RTF,HTM,HTML,TXT,XLS,PPT,GIF,JPG)		

Comparing **Figure 7-8** and **7-10**, we can see that the left lower button changed from "**Upload**" to "**Check In**". Please click on the "**Check In**" button. The system will upload the new version and increase the version number as illustrated on **Figure 7-11**.

Figure 7-11 Uploading A New Version of An Existing Document– Automatic Version Control

📁 Create 🖂 📝 Edit 🖂 🌄 View 🖂 🖶 Add 🖂 奯	Forward	ature Log 棔	File Comparison			
🔰 🏠 🗈 \\XXX - Testing MFR Directory (SSIE) \SSIE	- Small Spark Ignition Engine\M	Y 2007\2 SL	PPORT DOCUMENTS			
Name	Туре	User	Date▼	Size	Version	Status
CBI_7XXXX_COMMON_RFA3OBDdoc 🔓 🚳	Auxiliary Engine Cooling	mfrxxx	Jan 10, 2007 4:17:49 PM	41 KB	111	Draft
Keyword: mfr xxxxUploading a new version of the s	ame document			51 - D		10.
드 🗐 CBI_7XXX_wodelegatedoc 🏶 🍹 💁	Alternate Test Procedure	mfrxxx	Dec 11, 2006 5:14:35 PM	41 KB	1.0	Complete
CBI_7xxx.backup1doc 🏶 🖢 🚱	Alternate Test Procedure	mfrxxx	Dec 11, 2006 5:09:13 PM	41 KB	1.0	Complete
Keyword: Testing backup person						
드 🗐 CBI_70FRD04.submitted insidedoc 🏶 🔓 💁		IVON_MFR	Dec 11, 2006 3:24:52 PM	41 KB	1.0	Pending
CBI_7XXXX_COMMON_RFA3LABdoc@ 🏶 🦻 🐼	Emission Label Format	mfrxxx	Dec 7, 2006 5:43:51 PM	41 KB	1.3	Approved
Keyword: Uploaded and submitted by mfr xxx						
CBI_7XXXD_COMMON_RFA3WARdoc 🏶 🖢 😭	Emission Warranty Statement	IVON_MFR	Dec 7, 2006 3:51:58 PM	41 KB	1.2	Pending
Keyword: Warranty						
🗆 🔁 CBI 7XXX2 COMMON RFA3WAR	Emission Warranty Statement	mfrxxx	Dec 7, 2006 9:58:36 AM	59 KB	1.0	Received

7.4 IMPROVED CHECK-IN/CHECK-OUT MECHANISM

The check in/ check out mechanism is easier to use. Please follow the procedures described in Section 6.2

7.5 NEW FEATURES TO MANAGE WORKFLOW PROCESS LISTS

In the new version, the list of pending or finished processes can be sorted by any column. Just click on the header of the desired column to be sorted. This is illustrated in **Figures 7-12** and **7-13**.

Figure 7-12 Workflow Processes Sorted by "Start Date"

Pending Proce	ss Finished Process Submit New Document(s)				
	Start Date: From 🛄 Reset	То	🛄 Reset		
	End Date: From 🛄 Reset	То	🛄 Reset		
	Process:	All Users Sea	rch		_
Poot	Process	Workflow	Created By	Start Date	End Date
	Request for Approval of MFR XXX 2007	TestSIMEApproval of Certification Application (ver 6.0)	mfrxxx	Sep 5, 2006	Sep 5, 2006
	📫 🔁 Test Approval of MFR XXX Application	TestSIMEApproval of Certification Application (ver 6.0)	mfrxxx	Sep 6, 2006	Sep 6, 2006
	📫 🔁 Test for MFR XXX Application Byron	TestSIMEApproval of Certification Application (ver 6.0)	mfrxxx	Sep 6, 2006	Sep 6, 2006
	د المعادية ا	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
	🗗 🔁 Sorry, new changes please review	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
	Testing notification system PDF Warranty doc	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
	🗗 🔁 Testing notification to back-up person	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 11, 2006
	📫 🔁 test delegate 1	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 11, 2006	Dec 11, 2006
	🔹 🔁 test2 wo delegate	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 11, 2006	Dec 11, 2006

Figure 7-13 Workflow Processes Sorted by "Process Name"

Pending Proce	Finished F	rocess Submit New Document(s)					
	Start Date:	From Reset		То	🛄 Reset		
	End Date:	From Reset		То	🛄 Reset		
		Process:		All Users Sear	rch		
Poot		Process		Workflow	Created By	Start Date	End Date
	-1-	Label 1		2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
	40	Request for Approval of MFR XXX 2007 MY Application	с	TestSIMEApproval of ertification Application (ver 6.0)	mfrxxx	Sep 5, 2006	Sep 5, 2006
	-1	ESorry, new changes please review		2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
	-1-	Test Approval of MFR XXX Application	С	TestSIMEApproval of ertification Application (ver 6.0)	mfrxxx	Sep 6, 2006	Sep 6, 2006
	-1	ETest for MFR XXX Application Byron		TestSIMEApproval of ertification Application (ver 6.0)	mfrxxx	Sep 6, 2006	Sep 6, 2006
	4	Testing notification system PDF Warranty doc		2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
	4	ETesting notification to back-up person		2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 11, 2006
	4	Etest delegate 1		2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 11, 2006	Dec 11, 2006
	-	€test2 wo delegate		2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 11, 2006	Dec 11, 2006

You also can narrow down the list of processes through searching a process by "**Start Date**" or "**End Date**", or by typing the entire or partial process name. **Figure 7-14** illustrates how the system can search and filter out the processes with their name including the word "notification". Also, notice that the user-id is now displayed instead of the user name



Pending Proce	ss Finished Process Submit New Document(s)				
	Start Date: From 🔲 Reset	To	🛄 Reset		
	End Date: From Reset	То	🛄 Reset		
	Process notification	All Users Se	arch		
🧭 Root	Process	Workflow	Created By	Start Date	End Date
	Testing notification system PDF Warranty doc	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
	Testing notification to back-up person	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 11, 2006

7.6 FINISHED PROCESSES CAN BE ORGANIZED IN FOLDERS

The new version allows you to create folders to organize the "**Finished Processes**". To create a folder, left click on the root icon, then select "**Create Folder**" and type a folder name as illustrated on **Figure 7-15**. Please be aware that *the work flow folders are only visible on the screen of the user who created them*. They become part of the user profile.

Figure 7-15 Creating a Folder to Organize "Finished" Processes

Pending Process	Finished Process	Submit New Document(s)				
	Root	Process	Workflow	Created By	Start Date	End Date
	Create Folder	tabel 1	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
	jair Filter	📫 🔁 Sorry, new changes please review	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
		Testing notification system PDF Warranty doc	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
		Testing notification to back-up person	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 11, 2006
		📫 🔁 test delegate 1	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 11, 2006	Dec 11, 2006
		test2 wo delegate	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 11, 2006	Dec 11, 2006

Open		ite Folder - W	indows Inter	rn 🗖 🗖 🚺
Crea	ate Folder			
Name	: [
	Create	Reset	Close	

To organize the finished processes, highlight the processes name that you want to move and drag it to the folder where you want to store it. **Figures 7-16** and **7-17** illustrate the result of organizing the processes by the month when they were completed.

Figure 7-16 The Root Directory Containing the Workflow Processes Finished in December

Pending Process	Finished Process Submit New Document(s)				
	tart Date: From Ei Reset End Date: From Ei Reset Process:	To To All Users Se	Reset		
Root	Process	Workflow	Created By	Start Date	End Date
ៅ September	The Label 1	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
	💠 🔁 Sorry, new changes please review	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
	Testing notification system PDF Warranty doc	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 7, 2006
	🕂 🔁 Testing notification to back-up person	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 7, 2006	Dec 11, 2006
	📫 🔁 test delegate 1	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 11, 2006	Dec 11, 2006
	🔹 🔁 test2 wo delegate	2 SSIE Approval of Certification Support Documen (ver 3.0)	mfrxxx	Dec 11, 2006	Dec 11, 2006

Figure 7- 17The September Folder Containing the Workflow Processes Finished in September

Pending Process	Finished Pro	submit New Document(s)				
	Start Date:	From Reset	то	🔟 Reset		
		From Reset	То	🔲 Reset		
		Process:	All Users Sea	rch		
Root	_	Process	Workflow	Created By	Start Date	End Date
🦻 Septemb		Request for Approval of MFR XXX 2007	TestSIMEApproval of Certification Application (ver 6.0)	mfrxxx	Sep 5, 2006	Sep 5, 2006
	4.7	Test Approval of MFR XXX Application	TestSIMEÁpproval of Certification Application (ver 6.0)	mfrxxx	Sep 6, 2006	Sep 6, 2006
	- 1 -7	Test for MFR XXX Application Byron	TestSIMEApproval of Certification Application (ver 6.0)	mfrxxx	Sep 6, 2006	Sep 6, 2006

8. DISCLAIMER

8. DISCLAIMER

The ARB shall not be responsible for any errors or omissions in the information provided, and reserves the right to make changes without notice. The contents of the CERTDMS do not necessarily reflect the views and policies of the ARB, nor does any mention of trade names or commercial products constitute endorsement or recommendation of use. The user assumes full responsibility for the files he/she uploads and/or downloads and/or views including data destroyed by viruses or other computer initiated problems. Neither the ARB nor any of its respective employees warrant that the service will be uninterrupted or error free.

The ARB and State of California will not be liable for special, indirect, consequential, or incidental damages, or damages for lost profits, loss of revenue, or loss of use, arising out of or related to the CERTDMS or the information contained in it, whether such damages arise in contract, negligence, tort, under statute, in equity, at law or otherwise. Portions of CERTDMS manual have been reprinted with the permission of Altimate Systems Inc. from their OpenEDMS User Guide, Version 2.7, 2005.

9. <u>REFERENCES</u>

9. REFERENCES

- Altimate Systems Staff, OpenEDMS User Guide, Version 2.7, Altimate Systems Inc., 2005.
- OpenEDMS User Guide, Version 4, Altimate Systems Inc., 2006.

APPENDIX A. ARB's Guidance On Electronic File Naming Convention for ARB DMS

Table A-1 – File Naming Convention for On-Road Light/Medium-Duty Vehicles/Trucks

An ARB document file name consists of three sections as shown below: Confidentiality_ Applicability_ Information Type. EXT

Each se	Each section has elements as listed in the following table:				
	Section 1	Section 2	Section 3		
	Confidentiality	Applicability	Information Type		
	(3 characters +	(12 characters +	(7 characters + underscore)		
	underscore)	underscore)			
-	• CBI_: a	• ⁽¹⁾ XXXXX_COMMON_:	Application for Certification		
	confidential file	any Common Information			
	that will not be	submittals	• APPIPT1_: Initial Part 1 Application		
	released to the	• ⁽²⁾ XXXX_CORRESP_:	submittal		
	public	Correspondence	• APPIPT2_: Initial Part 2 Application		
		• Test Group Name_:	submittal		
	• FOI _: a non-	an individual Test Group	• APPFPT1_: Final Part 1 Application		
	confidential file	related file	submittal		
	in which the	• Evaporative Family	• APPFPT2_: Final Part 2 Application		
	manufacturer	Name_:	submittal		
	removes	an individual evaporative	• APPUPT1_: Update Part 1		
	confidential	family related file	Application submittal		
	information		 APPRCnn_: Running change 		
	from a CBI file		• APPFFnn_: Field fix		
	so it is readily	Note:	(Where nn= 01 ~99 in numerical		
	releasable to	⁽¹⁾ "XXXXX" is the first five	order)		
	the public after	characters of a mfr's	Other Stand Alone Documents		
	vehicles/engines are introduced	engine family name, it	(To be updated as needed)		
	into commerce	consists of "model year	Request for Approval (RFA* ⁽³⁾):		
		+ EPA MFR code +	RFA*LAB_: label content		
		vehicle category code" (2) "XXXX" is the first four	• RFA*DFP_: durability plan		
		characters of an EF	• RFA*PL2_: LEV2 phase-in plan		
		name, e.g. "model year	• RFA*MTP_ : Modified Test Procedure		
		+ EPA MFR code"	• RFA*NMG_: NMOG Fleet Average		
		1 EFA MIR Code	Compliance Plan		
			• RFA*WAR_: Warranty Statement		
			• RFA*SFP_: Supplemental FTP		
			• RFA*TPF_: Functional Test Plan		
			—		
			• RFA*EVP_: Evaporative Plan		
			Correspondence (LTR* ⁽³⁾)		
			• LTR*CPP_: Certification Preview		
			Plan		
			<u>Compliance Reports (CR#*(3)(4)):</u>		
			• CR#*PDR _: Quarterly Production		
			report		
			• CR#*NMG_: NMOG report		
			• CR#*VEC_: Vehicle Equivalent		
			report		
			• CR#* FEE_: Certification fee report		
			 CR#*SER_: Service Manual 		
			• CR#*WAR_: Warranty Statement		
			Note:		
			⁽³⁾ "*" alphanumeric (1,2,3 or		
			A,B,C,)		
			⁽⁴⁾ "#"should be 0, 1, 2, 3, etc.		
			represents Report No.1 or first		
			quarter, Report No.2 or second		
			quarter,		
L					

Each section has elements as listed in the following table:

Table A-2 – File Naming Convention for On-Road Heavy-Duty Vehicles/Engines

An ARB document file name consists of three sections as shown below: Confidentiality_ Applicability_ Information Type. EXT

Fach section	has elements as	listed in t	the following table:
		noted in	

ach section has elements as listed in the following table:				
Section 1	Section 2	Section 3		
Confidentiality	Applicability	Information Type		
(3 characters +	(12 characters +	(7 characters + underscore)		
underscore)	underscore)			
• CBI_: a	• ⁽¹⁾ XXXXX_CORRES_:	Application for Certification		
confidential file	Correspondence	APP_INI_: Initial Application		
that will not be	• ⁽²⁾ XXXXXyyyyZZZ_:	submittal		
released to the	any related engine family	• APP_Cnn_: Running change		
public	information submittals	• APP_Fnn_: Field fix		
	• ⁽³⁾ XXXXX_COMMON_:	(Where nn= $01 \sim 99$ in numerical		
FOI _: a non-	any Common Information	order)		
confidential file	submittals	• CPPXXXX_: Certification Preview		
in which the manufacturer	• ⁽⁴⁾ Evaporative Family	Plan		
removes	Name_:	(Where XXXX= model year)		
confidential	an individual evaporative family related file	Other Standalone Documents		
information from	Tanniy Telaced file	(To be updated as needed)		
a CBI file so it is		Request for Approval (RFA* ⁽⁵⁾):		
readily	Note:	• RFA*LAB_: label content		
releasable to the	⁽¹⁾ "XXXXX" is the first five	• RFA*DFP_: durability plan		
public after	characters of a mfr's	• RFA*PHS_: phase-in plan		
vehicles/engines	engine family name, it	• RFA*STP_ : Special Test Procedure		
are introduced	consists of "model year +	• RFA*NTE_: Not to Exceed request		
into commerce	EPA MFR code + vehicle	• RFA*WAR_: Warranty Statement		
	category code"	• RFA*OBD_: On-Board Diagnostics		
	⁽²⁾ "XXXXX" is the first five	• RFA*TRM_: Tamper Resistance		
	characters of a mfr's engine family name, it	method		
	consists of "model year +	• RFA*ABT_: Averaging, Banking,		
	EPA MFR code + vehicle	Trading Plan		
	category code"; "yyyy" is	• RFA*ACD_ Auxiliary Emission		
	the engine displacement	Control Device document		
	in liters; "ZZZ" is the	control Device document		
	manufacturer's own	Correspondence (LTR* ⁽⁵⁾)		
	engine family designator	• LTR*CPP_: Certification Preview		
	⁽³⁾ "XXXXX" is the first five	Plan		
	characters of a mfr's	r idii		
	engine family name, it	<u>Compliance Reports (CR#*⁽⁵⁾⁽⁶⁾):</u>		
	consists of "model year + EPA MFR code + vehicle	• CR#*PDR _: Production report		
	category code"	• CR#*FLT_: Fleet Average report		
	⁽⁴⁾ "XXXXE" to be used for	• CR#*PHS_: Phase-in Compliance		
	evaporative family and	report		
	are the first five	• CR#* FEE_: Certification fee report		
	characters of the mfr's	• CR#*SER_: Service Manual		
	evaporative family name,	• CR#*ABT_: Averaging Banking		
	it consists of "model year	Trading Summary		
	+ EPA MFR code +	Note:		
	Evaporative category	⁽⁵⁾ "*" alphanumeric (1,2,3 or		
	code″	A,B,C,)		
		⁽⁶⁾ "#"should be 0, 1, 2, 3, etc.		
		represents Report No.1 or first		
		quarter, Report No.2 or second		
		quarter,; for end of year summary		
		report "#" should be 9		
	1			

Table A-3 – File Naming Convention for On-Road and Off-Road Motorcycle and ATVs

A document file name consists of four sections as shown below: Confidentiality_ Applicability_ Information Type_ Version Indicator. EXT

Section 1 Section 2 Section 3 Section 4 Confidentiality (3 characters + underscore) Applicability (12 characters + underscore) Information Type (7 characters + underscore) Individual engine family (3 characters) CBL : a confidential file that will not be released to the public • Engine Family Name_: an individual engine family endicated file Application for Certification submittal • APP_INI_: Initial Application submittal • APP_CINI_: Initial Application submittal • ROO: original • RAP_CIN_: application field fix (Where nn= 01 ~99 in numerical order) • ROO: original • ROO: original • ROO: original • ROO: original Other Standalone Documents into commerce • Individual evaporative family related file • APP_CIN_: application field fix (Where nn= 01 ~99 in numerical order) • ROO: original • RPA_TLB_: label content • RFA^TDF_: durability plan • RFA^TAPLT_: Production Line Testing Plan • RFA^TABT_: Averaging, Banking , Trading Plan • RFA^TABT_: Averaging, Banking , Trading Plan • RFA^TPLT_: Production Line Test Plan • RFA*TPPT_: Production Line Test Plan • RFA*TPPT_: Production Line Test Plan • RFA*TPT_: Production Line Test report • RFA*TABT_: APT PCD • RFA*TABT_: APT PCD • RFA*TABT_: APT PCD 0 CR#*VRR_: Defort report • RFA*TPT_: Production Line Test report • RFA*TPT_: Production Line	Each section has elements as listed in the following table:						
(3 characters + underscore) (12 characters) + underscore) (7 characters + underscore) Indicator ⁽⁹⁾ (3 characters) (5 CEL_: a confidential file in that will not be released to the public • Engine Family Name_: an individual engine family confidential file in which the manufacturer removes confidential file in which the manufacturer removes confidential information from a CBT files to it is readily released to the public after vehicles/engines are introduced into commerce • Engine Family Name_: an individual evaporative family related file • APP_INL: Initial Application submittal • RO2: 27 ^d revision • R02: 27 ^d revision • APP_Con_: application field fix (Where nn = 01 ~99 in numerical order) • APP_Fin_: application field fix (Where nn = 01 ~99 in numerical order) • R03 etc. • Mote: • APP_Con_: application field fix (Where nn = 01 ~99 in numerical order) • Note: (10 be updated as needed) • Note: (10 be updated as needed) • Note: • (1) *XXXX/*' is the first five characters of an fir's consident of a mode + vehicle category code" • RFA*PTP_: functional Test Plan • RFA*PTP_: Defect report • CR#*PRE: Defect report • CR#*PRE: Defect report • CR#*PRE: Defect report • CR#*PRE: Voluntary emission recall report • CR#*VIN_: Vehicle VIN report • CR#*VIN_: Vehicle VIN report • CR#*VIN_: Vehicle VIN report • CR#*VIN_: Vehicle VIN report • CR#*ORT : Outary emission recall report • CR#*ORT : Outary emission recall report • CR#*ORT : Volutary emission reall report	Section 1	Section 2	Section 3	Section 4			
 (3 characters + underscore) (12 characters + underscore) (2 characters + underscore) (3 characters) (4 characters) (5 characters) (5 characters) (6 characters) (7 characters) (7 characters) (8 characters) (8 characters) (8 characters) (1) "XXXX CoMMON_and exaporative family related file (1) "XXXX Characters of a mfrs envelice/sequipes (1) "XXXX 's is the first five characters of a mfrs engine family name, it consists of "model year + EPA MFR code" (2) "XXXX's is the first five characters of a mfrs engine family name, it consists of "model year + EPA MFR code" (2) "XXXX's is the first five characters of a mfrs engine family name, it consists of "model year + EPA MFR code" (3 characters) (3 characters) <li< td=""><td>Confidentiality</td><td>Applicability</td><td>Information Type</td><td>Version</td></li<>	Confidentiality	Applicability	Information Type	Version			
underscore) underscore) (3 characters) • Edg.: a confidential file that will not be public • Engine Family Name_: an individual engine family related file • Application for Certification is ubmittal • R00: 13* revision • FOI_: a non- confidential file in which the manufacturer removes confidential file information submittals • O'XXXX COMMON_: California Red Sticker whicles • APP_Enn_: application running change • R02: 27* revision • Cali file so it is readily removes confidential file information form a CBI file so it is readily releasable to the public after whickes/regines are introduced into commerce • Vance_: (3 characters) (3							
 CB1_: a confidential file that will not be released to the public FO1_: a non-confidential file (1¹XXXX COMMON_: any Common Information symittals FO1_: a non-configuration from a configuration for the symittal information from a CBI file so it is readily releasable to the public after vehicles / Pupporative Family Name_: an individual evaporative family related file Note: Note: Note: Note: "XXXXX" is the first five characters of an EF "XXXXX" is the first five characters of an EF PAP-MFR_: 2 Fronduction Texport RFA*VARE: Warranty Statement RFA*WARE: Warranty Statement RFA*WARE: Warranty Statement RFA*WARE: CREPT: Production Line Testing Plan RFA*MARE: Production Texport CR#*PDR:: Production Texport CR#*PRE:: Voluntary emission recail report CR#*VER:: Voluntary emission recail report CR#*CRR:: Carporate Averaging report CR#*CRR:: Corporate Averaging report CR#*CRR:: Corpo							
 confidential file released to the public FOI_i: a nonconfidential file row which the manufacturer removes confidential file row hicks / submittal POI_i: a nonconfidential file row hicks Capporative Family Name_: an individual evaporative family released to the public after vehicles / enginee family released into commerce Note: Note: Note: "XXXXX 's the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code" "XXXX's the first fore rame, e.g. "model year + EPA MFR code" "Attack and a mere (1,2,3,, etc.). "Ret * LAB : label content "Ret * LAB : production lise than consists of "model year + EPA MFR code" "Ret * LAB : production lise than consists of "model year + EPA MFR code" "Ret * LAB : production lise than consists of "model year + EPA MFR code" 	underscore)	underscore)		(3 characters)			
 confidential file individual engine family related file FOI_it anon- confidential file in which the manufacturer removes confidential information from a CBI file so it is comported to the public related file Vaxox XXX " state file in midvidual evaporative family related file in individual evaporative family related file in the public after vehicles / engine family related file in the public after vehicles / engine family related file in the public after vehicles / engine family related file in the public after vehicles / engine family related file in the public after vehicles / engine family related file in the public after vehicles / engine family related file in the public after vehicles / engine family related file in the public after vehicles / engine family related file in the public after vehicles / engine family related file in the public after vehicles / engine family name, it commerce Note: Note: (1) "XXXXX" is the first five characters of a mfrs engine family name, it consists of "model year + EPA MFR code" (2) "XXXXX" is the first four characters of an EF PAMFR code * vehicle (2) "XXXX" is the first four characters of an EF eRA MFR code * (2) "XXXX" is the first four characters of an EF eRA* MFR : Define treport eR* NFR : Define treport eR* NFR : Define treport eR* NFR : Define treport eR* AFF : Store, and the engine engine	• CBI_: a	• Engine Family Name_:	Application for Certification	• R00: original			
 that will not be released to the public FOI_: a non-confidential file "XXXXX_COMMON_: California Red Sticker whices Evaporative Family name : an individual evaporative family related file APP_cnn_: application field fix (Where nn= 01 ~99 in numerical order) APP_cin_: application field fix (Where nn= 01 ~99 in numerical order) APP_cin_: application field fix (Where nn= 01 ~99 in numerical order) APP_cin_: application field fix (Where nn= 01 ~99 in numerical order) APP_cin_: application field fix (Where nn= 01 ~99 in numerical order) APP_cin_: application field fix (Where nn= 01 ~99 in numerical order) APP_cin_: application field fix (Where nn= 01 ~99 in numerical order) APP_cin_: application field fix (Where nn= 01 ~99 in numerical order) APP_cin_: application field fix (Where nn= 01 ~99 in numerical order) APP_cin_: application field fix (Where nn= 01 ~99 in numerical order) APP_cin_: application field fix (Where nn= 01 ~99 in numerical order) APP_cin_: application field fix (Where nn= 01 ~99 in numerical order) APP_cin_: application field fix (Where nn= 01 ~99 in numerical order) APP_cin_: application field fix (Where nn= 01 ~99 in numerical order) RFA*ABE: Alter application field fix (Pinter) CR#*PDE: Defect report CR#*PDE: Defect report CR#*PLE: Production Line Test report CR#*VER: Ventice VIN report CR#*VER: Corporate Averaging report CR#*VER: Corporate Averaging report CR#*VER: Corporate Averaging r	confidential file		• APP INI : Initial Application				
 released to the public FOI_: a non-confidential file in which the manufacturer vehicles Evaporative Family Name_: an individual evaporative family releasable to the public after evehicles/engines are introduced into commerce Note: Note: *Note: *Note:: *Note				-			
 public FOI_: a non-confidential file *⁽²⁾XXXAR_B_RED_: California Red Sticker, whicles * Evaporative Family, Name_: an individual evaporative family related file * Pap_Enn_: application running change * APP_Enn_: application field fix (Where nn= 01 ~99 in numerical order) * Other Standalone Documents (To be updated as needed) * RFA*LAB_: label content * RFA*LB_: label content * RFA*LB_: label content * RFA*MAT_: Averaging, Banking , Trading Plan * RFA*MAT_: Production Line Testing Plan * RFA*MAT_: Varranty Statement * RFA*MAT_: Averaging, Banking , Trading Plan * RFA*MAT_: Varranty Statement * RFA*MAT_: Averaging, Banking , Trading Plan * Correspondence (LTR*13): * CR**PDR_: Production Line Test pander consists of "model year + EPA MFR code" * WXXXX' is the first four characters of an EF' name, e.g. "model year + EPA MFR code" * CR**VIN_: Vehicle VIN report * CR#*VIN_: Quarterly Production Report (ARB only) * CR#*VIN_: Out of rist quarter, 							
 FOI_: a non-confidential file in which the manufacturer removes confidential file in which the manufacturer removes confidential information from a CBI file so it is readily neelesable to the public after vehicles/engines are introduced into commerce Note: Note: (1) "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code" (2) "XXXX" is the first four characters of a mfr's engine family name, e.g. "model year + EPA MFR code" (2) "XXXXX" is the first four characters of a mfr's engine family name, it consists of "model year + EPA MFR code" (3) "XXXXX" is the first four characters of a mfr's engine family name, it consists of "model year + EPA MFR code" (4) "XXXXX" is the first four characters of a mfr's engine family name, it consists of "model year + EPA MFR code" (2) "XXXXX" is the first four characters of a mfr's engine family name, it consists of "model year + EPA MFR code" (2) "XXXXX" is the first four characters of a mfr's engine family name, it consists of "model year + EPA MFR code" (2) "XXXXX" is the first four characters of a mfr's engine family name, it consists of a model year + EPA MFR code" (2) "XXXXX" is the first four characters of a nEF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of a nEF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of a nEF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of a nEF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of a nEF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of a nEF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of a nEF name, e.g. "model year + EPA MFR code" (2) "XXXX							
 FOL_: a non- confidential file in which the manufacturer removes confidential information from a CBI file so it is readily releasable to the public after vehicles/engines are introduced into commerce Note: Note:	public		submittal				
 POL_: a non- confidential file in which the manufacturer removes confidential information from a CBI file so it is readily releasable to the public after vehicles/engines are introduced into commerce Note: * VXXXXX "is the first file (1) "xXXXXX" is the first file characters of a mfr's engine family name, it consists of "model year+ EAA WAR_code" * Note:	507		• APP_Cnn_: application running	• R03 etc.			
Control the munifacturer removes confidential information from a CBI file so it is readily releasable to the public after vehicles/engines are introduced into commerce Note: (1) "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle category code" (2) "XXXX" is the first four characters of a code + vehicle category code" (2) "XXXX" is the first four characters of a code + vehicle category code" (2) "XXXXX" is the first four characters of a code + vehicle category code" (2) "XXXX" is the first four characters of a code + vehicle category code" (3) "XXXX" is the first four characters of a code + vehicle category code" (4) "XXXXX" is the first four characters of a code + vehicle category code" (5) EPA ONLY Do not include version (6) EPA ONLY Do not include version (7) Request for Approval (RFA*(3)): (7) RFA*LAB: label content (1) RFA*STP: Special Test Procedure (1) RFA*STP: Special Test Procedure (1) RFA*STP: Special Test Procedure (1) RFA*STP: Production line Test report (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code (2) (3) "XX and the the test r							
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 Initial durfer removes confidential information from a CBI file so it is readily related file Note: (1) "XXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g., "model year + EPA MFR code" (3) "XXXX" is the first four characters of an EF name, e.g., "model year + EPA MFR code" (4) "Construction the comparison recall year + EPA MFR code" (3) "XXXX" is the first four characters of an EF name, e.g., "model year + EPA MFR code" (4) "XXXX" is the first four characters of an EF name, e.g., "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g., "model year + EPA MFR code" (3) "XXXX" is the first four characters of an EF name, e.g., "model year + EPA MFR code" (4) "XXXX" is the first four characters of an EF name, e.g., "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g., "model year + EPA MFR code" (4) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (5) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXY" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXY" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXY" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXY" is the first four characters of an EF name, e.g. "model year + EPA MFR code"		vehicles		Noto			
<pre>removes confidential information from a CBI file so it is readily releasable to the public after vehicles/engines are introduced into commerce</pre> Note: Not	manufacturer	 Evaporative Family 	•				
confidential information from a CBI file so it is readily releasable to the public after vehicles/engines are introduced into commerce an individual evaporative family related file Other Standalone Documents (To be updated as needed) Do not include version (To be updated as needed) Note: RFA*LAB_: label content RFA*OPP.: durability plan RFA*PLT_: Production Line Testing plan RFA*STP_: Special Test Procedure RFA*ABT: Averaging, Banking , Trading Plan RFA*MAR_: Warranty Statement (1) "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle category code" RFA*MAR_: Warranty Statement (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" CR#*PIN_: Phase In Plan Correspondence (LTR*(3)4): • CR#*DR : Defect report (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" CR#*PIN_: Production report • CR#*VIN_: Vehicle VIN report • CR#*VIN_: Vehicle VIN report • CR#*QTR : Corporate Averaging report • CR#*QTR : Quarterly Production Report (ARB only) Note: (3) "*" alphanumeric (1,2,3, or A,B,C,) (4) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,	removes		order)				
information from a CBI file so it is readily releasable to the public after vehicles/engines are introduced into commerce Note: Other Standalone Documents (To be updated as needed) version indicator for ARB Note: • RFA*LAB_: label content • RFA*CAP:: Corp. Ave. plan • RFA*CAP:: Special Test Procedure • RFA*ABT_: Averaging, Banking , Trading Plan • RFA*Starp:: Special Test Procedure • RFA*Marp:: Averaging, Banking , Trading Plan • RFA*Marp:: Warranty Statement • RFA*Starp:: Special Test Procedure • RFA*Marp:: Averaging, Banking , Trading Plan • RFA*Starp:: Special Test Procedure • RFA*Starp:: Special Test Procedure • RFA*Marp:: Warranty Statement • RFA*Starp:: Productional Test Plan • RFA*Starp:: Production Test Plan • Crespondence (LTR*(3)): • Crespondence (LTR*(3)): • CR#Starp:: Production report • CR#*DRE:: Defect report • CR#*DRE:: Defect report • CR#*PDR :: Production Line Test report • CR#*PIT:: Production Line Test report • CR#*PIT:: Voluntary emission recall report • CR#*VIT: Vehicle VIN report • CR#*QTR:: Quarterly Production Report (ARB only) Note: • CR#*VIT: Vehicle VI. or A,B,C,) (*) * ** should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,	confidential			Do not include			
a CBI file so it is readily releasable to the public after vehicles/engines are introduced into commerce Note: (1) "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle category code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code * (2) "CXXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code * (2) "CXXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code * (3) "CR#*PTP_: Production Line Test report (CR#*PTP_: Production Line Test report (CR#*PTP_: Production Line Test report (CR#*PTP_: Production Line Test report (CR#*PTP_: Voluntary emission recall report (CR#*CAP_: Corporate Averaging report (CR#*QTP_: Quarterly Production Report (1,2,3 or A,B,C,) (4) "#"should be 0, 1, 2, 3 etc. represents Report No.1 or first quarter,			Other Standalone Documents	version			
readily releasable to the public after vehicles/engines are introduced into commerce Reguest for Approval (RFA*(3)): • RFA* LAB_: label content • RFA* LAB_: Corp. Ave. plan • RFA*CPL_: Orp. Ave. plan • RFA*STP_: Special Test Procedure • RFA*STP_: Special Test Procedure • RFA*RBT_: Averaging, Banking , • Trading Plan • RFA*TPL_: Production Line Testing Plan • RFA*TPL_: Production Iter Testing Plan • RFA*RPLT_: Production Test Plan • Crespondence (LTR*(3)(*)): • CR#*DRE: Defect report • CR#*ABT_: ABT report • CR#*ABT_: ABT report • CR#*PLT_: Production Line Test report • CR#*VLT_: Vehicle VIN report • CR#*VLT_: Vehicle VIN report • CR#*VLT_: Vehicle VIN report • CR#*VLT_: Vehicle VIN report • CR#*CAR_: Corporate Averaging report • CR#*QTR_: Quaterly Production Report (ARB only) Note: (a) *** alphanumeric (1,2,3 or A,B,C,) (⁴) *** should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,		Tarminy related file		indicator for			
releasable to the public after vehicles/engines are introduced into commerce Note: (1) "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXA" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXA" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXA" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "X" and [1] [1]							
<pre>public after vehicles/engines are introduced into commerce</pre> Note: No				AND			
vehicles/engines are introduced into commerce Note: (1) "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle category code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXK" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXK" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXK" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXK" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXK" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXK" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXK" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXK" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXK" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "XXXK" is the first four cR#*VIN_: Vehicle VIN report (CR#*VIN_: Vehicle VIN report (CR#*VIN_: Quaterly Production Report (ARB only) Note: (3) "*" alphanumeric (1,2,3 or A,B,C,) (4) "#'should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,			 RFA* LAB_: label content 				
 RFA*CAP_: Corp. Ave. plan RFA*STP_: Special Test Procedure CR#*PDT_: Production report CR#*VER_: Voluction Line Test report CR#*VER_: Corporate Averaging report CR#*VER_: Corporate Averaging report CR#*VER_: Voluntary emission recall report CR#*VER_: Voluntary emission recall report CR#*VER_: Quarterly Production Report (ARB only) Note: "# aphanumeric (1,2,3 or A,B,C,) "# "# Sphanumeric (1,2,3 or A,B,C,) 			• RFA*DFP_: durability plan				
 RFA*PLT_: Production Line Testing Plan RFA*STP_: Special Test Procedure RFA*STP_: Special Test Procedure RFA*STP_: Functional Test Plan RFA*FTP_: Functional Test Plan RFFA*BPLS_: Phase In Plan Correspondence (LTR*(3)): LTR*LOI_: Letter of Intent Compliance Reports (CR#*(3)(4)): CR#*DRE_: Defect report CR#*ABT_: Averaging report CR#*PLT_: Production Line Test report CR#*PLT_: Production Line Test report CR#*PLT_: Functional Test Plan CR#*VIN_: Vehicle VIN report CR#*VIN_: Vehicle VIN report CR#*VIN_: Vehicle VIN report CR#*VIR_: Quarterly Production Report (1,2,3 or A,B,C,) "# "alphanumeric (1,2,3 or A,B,C,) "# "alphanumeric (1,2,3 or A,B,C,) 							
Note: Plan (1) "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code" • RFA*ABT_: Special Test Procedure (2) "XXXX" is the first four characters of a mfr's engine family name, it consists of "model year + EPA MFR code" • RFA*MAR_: Warranty Statement (2) "XXXX" is the first four characters of a mFr & EPA MFR code" • CR#*DRE_: Defect report (2) "XXXX" is the first four characters of a mFr & EPA MFR code" • CR#*ABT_: ABT report (2) "XXXX" is the first four characters of a mFr & EPA MFR code" • CR#*VIN_: Vehicle VIN report (2) "XXXX" is the first four characters of a mFr & EPA MFR code" • CR#*VIN_: Vehicle VIN report (2) "XXXX" is the first four characters of a mFr & EPA MFR code" • CR#*VIN_: Vehicle VIN report (2) "XXXY" is the first four characters of a mFr & EPA MFR code" • CR#*VIN_: Vehicle VIN report (2) "XXXY" is the first four characters of a mFr & EPA MFR code" • CR#*VIN_: Vehicle VIN report (2) "XXXY" is the first four characters of a mFr & EPA MFR code" • CR#*VIN_: Vehicle VIN report (2) "XXXY" is the first four characters of a mFr & EPA MFR code" • CR#*VIN_: Vehicle VIN report (3) "X" and the op (1, 2, 3, or A, B, C,) • CR#*Span term endition the first four characters of a mFr & EPA MFR code (4) "#'should be 0, 1, 2, 3, etc. • CR#*Span term enditer first four characte			— · ·				
Note:• RFA*STP_: Special Test Procedure • RFA*ABT_: Averaging, Banking , Trading PlanNote:• RFA*ABT_: Averaging, Banking , Trading Plan(1) "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle category code"• RFA*FTP_: Functional Test Plan • RFE*PHS_: Phase In Plan Correspondence (LTR*(3)): • LTR*LOT_: Letter of Intent Correspondence (CR#*(3)(4)): • CR#*PRE_: Defect report • CR#*PRE_: Defect report • CR#*PRE_: Production report • CR#*PRT_: ABT report • CR#*PLT_: Production Line Test report • CR#*VIN_: Vehicle VIN report • CR#*VER_: Voluntary emission recall report • CR#*QTR_: Quarterly Production Report (ARB only) Note: (3) "** alphanumeric (1,2,3 or A,B,C,) (4) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,	into commerce						
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Note:Trading Plan(1) "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle category code"RFA*WAR_: Warranty Statement • RFA*TPL_: Functional Test Plan • RFA*TPL_: Phase In Plan Correspondence (LTR*(3)): • LTR*LOI_: Letter of Intent Compliance Reports (CR#*(3)(4)): • CR#*DR_: Defect report • CR#*PDR_: Production report • CR#*PDR_: Production Line Test report • CR#*VIN_: Vehicle VIN report • CR#*VIN_: Vehicle VIN report • CR#*VER_: Orporate Averaging report • CR#*VER_: Voluntary emission recall report • CR#*VER_: Quarterly Production Report (<i>ARB only</i>) Note: (3) "** alphanumeric (1,2,3 or A,B,C,) (4) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,			 RFA*STP_: Special Test Procedure 				
Note:• RFA*WAR_: Warranty Statement(1) "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle category code"• RFA*FTP_: Functional Test Plan • RFE*PHS_: Phase In Plan Correspondence (LTR*(3)): • LTR*LOI_: Letter of Intent Compliance Reports (CR#*(3)(4)): • CR#*DRE_: Defect report • CR#*PDR_: Production report • CR#*ABT_: ABT report • CR#*PLT_: Production Line Test report • CR#*VIN_: Vehicle VIN report • CR#*VIN_: Vehicle VIN report • CR#*VER_: Corporate Averaging report • CR#*VER_: Voluntary emission recall report • CR#*QTR_: Quarterly Production Report (ARB only) Note: (3) "*" alphanumeric (1,2,3 or A,B,C,) (4) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,			 RFA*ABT_: Averaging, Banking , 				
Note:• RFA*WAR_: Warranty Statement(1) "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle category code"• RFA*FTP_: Functional Test Plan • RFE*PHS_: Phase In Plan Correspondence (LTR*(3)): • LTR*LOI_: Letter of Intent Compliance Reports (CR#*(3)(4)): • CR#*DRE_: Defect report • CR#*PDR_: Production report • CR#*ABT_: ABT report • CR#*PLT_: Production Line Test report • CR#*VIN_: Vehicle VIN report • CR#*VIN_: Vehicle VIN report • CR#*VER_: Corporate Averaging report • CR#*VER_: Voluntary emission recall report • CR#*QTR_: Quarterly Production Report (ARB only) Note: (3) "*" alphanumeric (1,2,3 or A,B,C,) (4) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,			Trading Plan				
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engine family name, it consists of "model year + EPA MFR code + vehicle category code" (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" (2) "CR#*PIT_: Production report • CR#*PIT_: Production Line Test report • CR#*VIN_: Vehicle VIN report • CR#*VIN_: Vehicle VIN report • CR#*VER_: Corporate Averaging report • CR#*VER_: Voluntary emission recall report • CR#*QTR_: Quarterly Production Report (ARB only) Note: (3) "*" alphanumeric (1,2,3 or A,B,C,) (4) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,							
 consists of "model year + EPA MFR code + vehicle category code" "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" CR#*PDR_: Production report CR#*PLT_: Production Line Test report CR#*VIN_: Vehicle VIN report CR#*VIN_: Vehicle VIN report CR#*VER_: Voluntary emission recall report CR#*VER_: Voluntary emission recall report CR#*QTR_: Quarterly Production Report (ARB only) Note: "*" alphanumeric (1,2,3 or A,B,C,) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter, 			Correspondence (LTR* ⁽³⁾):				
 EPA MFR code + vehicle category code" "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" CR#*PDR_: Production report CR#*PLT_: Production Line Test report CR#*VIN_: Vehicle VIN report CR#*VIN_: Vehicle VIN report CR#*VER_: Corporate Averaging report CR#*VER_: Voluntary emission recall report CR#*QTR_: Quarterly Production Report (ARB only) Note: "3" *" alphanumeric (1,2,3 or A,B,C,) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter, 			 LTR*LOI_: Letter of Intent 				
 CR#*DRE_: Defect report CR#*DRE_: Defect report CR#*PDR _: Production report CR#*PDR _: Production report CR#*ABT_: ABT report CR#*PLT_: Production Line Test report CR#*VIN_: Vehicle VIN report CR#*VER_: Corporate Averaging report CR#*VER_: Voluntary emission recall report CR#*QTR_: Quarterly Production Report (ARB only) Note: "3" **" alphanumeric (1,2,3 or A,B,C,) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter, 			Compliance Reports (CR $\#^{(3)(4)}$):				
 (2) "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" CR#*PLT_: Production Line Test report CR#*VIN_: Vehicle VIN report CR#*VIN_: Vehicle VIN report CR#*VER_: Corporate Averaging report CR#*VER_: Voluntary emission recall report CR#*QTR_: Quarterly Production Report (ARB only) Note: (3) "*" alphanumeric (1,2,3 or A,B,C,) (4) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter, 							
 Characters of an EF name, e.g. "model year + EPA MFR code" CR#*ABT_: ABT report CR#*PLT_: Production Line Test report CR#*VIN_: Vehicle VIN report CR#*CAR_: Corporate Averaging report CR#*VER_: Voluntary emission recall report CR#*QTR_: Quarterly Production Report (ARB only) Note: (3) "*" alphanumeric (1,2,3 or A,B,C,) (4) "#"should be 0, 1, 2, 3 etc. represents Report No.1 or first quarter, 			— •				
 CR#*PLT_: Production Line Test report CR#*VIN_: Vehicle VIN report CR#* CAR_: Corporate Averaging report CR#*VER_: Voluntary emission recall report CR#*QTR_: Quarterly Production Report (ARB only) Note: "*" alphanumeric (1,2,3 or A,B,C,) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter, 							
 + EPA MFR code" CR#*VIN_: Vehicle VIN report CR#* CAR_: Corporate Averaging report CR#*VER_: Voluntary emission recall report CR#*QTR_: Quarterly Production Report (ARB only) Note: (3) "*" alphanumeric (1,2,3 or A,B,C,) (4) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter, 							
 CR#*VIN_: Vehicle VIN report CR#* CAR_: Corporate Averaging report CR#*VER_: Voluntary emission recall report CR#*QTR_: Quarterly Production Report (ARB only) Note: ⁽³⁾ "*" alphanumeric (1,2,3 or A,B,C,) ⁽⁴⁾ "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter, 			—				
 CR#* CAR_: Corporate Averaging report CR#*VER_: Voluntary emission recall report CR#*QTR_: Quarterly Production Report (ARB only) Note: (3) "*" alphanumeric (1,2,3 or A,B,C,) (4) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter, 		+ EPA MFR code"	report				
 CR#* CAR_: Corporate Averaging report CR#*VER_: Voluntary emission recall report CR#*QTR_: Quarterly Production Report (ARB only) Note: (3) "*" alphanumeric (1,2,3 or A,B,C,) (4) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter, 			 CR#*VIN_: Vehicle VIN report 				
report • CR#*VER_: Voluntary emission recall report • CR#*QTR_: Quarterly Production Report (ARB only) Note: ⁽³⁾ "*" alphanumeric (1,2,3 or A,B,C,) ⁽⁴⁾ "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,							
 CR#*VER_: Voluntary emission recall report CR#*QTR_: Quarterly Production Report (ARB only) Note: ⁽³⁾ "*" alphanumeric (1,2,3 or A,B,C,) ⁽⁴⁾ "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter, 							
recall report • CR#*QTR_: Quarterly Production Report (<i>ARB only</i>) <i>Note:</i> ⁽³⁾ "*" alphanumeric (1,2,3 or A,B,C,) ⁽⁴⁾ "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,							
• CR#*QTR_: Quarterly Production Report (<i>ARB only</i>) <i>Note:</i> ⁽³⁾ "*" alphanumeric (1,2,3 or A,B,C,) ⁽⁴⁾ "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,							
Report (ARB only) Note: ⁽³⁾ "*" alphanumeric (1,2,3 or A,B,C,) ⁽⁴⁾ "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,							
Note: ⁽³⁾ "*" alphanumeric (1,2,3 or A,B,C,) ⁽⁴⁾ "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,							
 (3) "*" alphanumeric (1,2,3 or A,B,C,) (4) "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter, 			Report (ARB only)				
⁽⁴⁾ "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,							
⁽⁴⁾ "#"should be 0, 1, 2, 3, etc. represents Report No.1 or first quarter,			⁽³⁾ "*" alphanumeric (1,2,3 or A,B,C)				
represents Report No.1 or first quarter,			$^{(4)}$ "#"should be 0 1 2 3 etc				
Report No.2 or second quarter,							
			Report No.2 or second quarter,				

Each section has elements as listed in the following table:

Table A-4 – File Naming Convention for Off-Road Documents (Revised on 3/15/07) An ARB document file name consists of three sections as shown below:

Confidentiality_ Applicability_ Information Type. EXT Each section has elements as listed in the following table:

	Each section has elements as listed in the following table:				
<u>Section 1</u> Confidentiality (3 characters + underscore)	Section 2 Applicability (12 characters + underscore)	Section 3 Information Type (7 characters + underscore)			
 CBI_: a confidential file that will not be released to the public FOI _: a non-confidential file after removing confidential information from a CBI file so that it is readily releasable to the public after your vehicles/engines are introduced into 	 ⁽¹⁾XXXXXyyyyZZZ_: any related engine family information submittals ⁽²⁾XXXXX_COMMON_: any Common Information submittals ⁽³⁾XXXEyyZZZZZ_: Individual evaporative family related file for California SORE. 	Application for Certification APP_CSS_: cert. summary Sheet (Marine & LSI Database Files Only) APP_PRM_: primary application APP_SUP_: supplemental application APP_EPA_: EPA Application (Marine) APP_FLX_: flexibility application (OFCI) APP_Cnn_: application running change APP_Fnn_: application field fix (Where nn= 01 ~99 in numerical order) Other Standalone Documents (To be updated as needed)			
commerce	 Note: (1) XXXXX is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle/engine category code"; "yyyy" is the engine displacement in liters; "ZZZ" is the manufacturer's own engine family designator (for SSIE, the first "Z" is the class code and the remaining "ZZ" is the manufacturer's own engine family designator). (2) "XXXXX" is the first five characters of an EF name, e.g. "model year + EPA MFR code + vehicle/engine category code" (3) "XXXXE" are the first five characters of the mfr's evaporative family name, it consists of "model year + EPA MFR code + Evaporative category code"; "yy" is the ARB evap/permeation code; "ZZZZZ" is the manufacturer's own evaporative family designator (this is meant to be a easy way of recognizing SSIE evap and is not meant to replace the 2 letter evap family code specified in TP-902, nor is it considered an EPA Family Name). 	Request for Approval ("RFA*(4)"): • RFA*LAB_: label content • RFA*LAB_: label content • RFA*DFP_: durability plan • RFA*PHS_: Phase In Plan • RFA*CAP_: Corp. Ave. plan • RFA*ATP_: Alternative Test Procedure • RFA*ATP_: Alternative Test Procedure • RFA*ABT_: Averaging, Banking , Trading Plan • RFA*ABT_: Averaging, Banking , Trading Plan • RFA*OBD_: On-Board Diagnostics • RFA*ACD_: Auxiliary Emission Control Device • RFA*ACD_: Auxiliary Emission Control Device • RFA*ECA_: Engine Cooling (Auxiliary) • RFA*ECA_: Estagenet of compliance • LTR*LOI_: Letter of Intent • LTR*SOC_: statement of compliance • LTR*OTH_: Other letters and non-approval documents Compliance Reports (CR# ⁽⁵⁾): • CR#*DE_: Defect Report • CR#*ABT_: Averaging Banking Trading Summary • CR#*PLT_: Production Line Test			

APPENDIX B. Document Types and Metadata for ARB DMS

Table B-1 – Document Types and Associated Metadata for On-Road Light Duty Category

Document Type	Description	Metadata Name	Valid Values
LD FOIA Certification Application-	Common Section of Certification	Manufacturer	
Common Section	Application FOIA Version	Model Year	
		Application Type	Part 1
			Part 2
		Vehicle Class	PC
		VEILUE CIASS	PC/LDT
			LDT
			MDV
		Upload Date	
D FOIA TG Certification	Specific Test Group Application for	Manufacturer	
Application-TG Specific	Certification FOIA Version	Model Year	
		Test Group	
		-	Dort 1
		Application Type	Part 1 Part 2
			Field Fix
		Vehicle Class	Running Change PC
		Venicie Class	PC/LDT
			LDT
			MDV
		Lipland Data	
D CDI Contification Application		Upload Date	
D CBI Certification Application-	Common Section of Certification	Manufacturer	
ommon Section	Application CBI Version	Model Year	
		Application Type	Initial Part 1
		Vehicle Class	Update Part 1
			Final Part 1
			Initial Part 2
			Update Part 2
			Final Part 2 PC
			PC/LDT LDT
			MDV
D CBI TG Certification	Specific Test Crown Application for	Manufacturer	
Application-TG Specific	Specific Test Group Application for Certification CBI Version	Model Year	
opecine			
		Test Group	
		Application Type	Initial Part 1
			Update Part 1
			Final Part 1
			Initial Part 2
			Final Part 2
			Running Change
			Field Fix
			Cert. of Conformi
		Vehicle Class	PC
			PC/LDT
			LDT
			MDV
		Upload Date	

Table B-1 — Document Types and Associated Metadata for On-Road Light Duty Category
(Cont.)

Document Type	Description	Metadata Name	Valid Values
Letters/Submitals	Letters Submitted by ARB/MFR	Manufacturer	
		Model Year	
		Document Type	ARB Authored Letters
		51	MFR Authored
			Letters
			OBD2 Approval
			Signed EO
		Upload Date	
Certification Preview Plan (CPP)	Certification Preview Plan	Manufacturer	
		Model Year	
		Document Type	CPP
		Upload Date	
LD Correspondence	Manufacturer Correspondence	Manufacturer	
·		Model Year	
		Upload Date	
		Correspondence Type	Evap
			Exhaust
			Durability
			SFTP
			OBD
			Misc
			Emails
Reports	Periodic Reports Submitted by	Manufacturer	
(Post Cert)	Manufacturer	Report Type	Quarterly Prod.
			Report
			NMOG/VEC Report
			Cert Fee Document
			Year End Production
			Report
			Assembly Line
			Procedure/Functional
			Test Plan
			Title 13
			Phase-in Plans
		Upload Date	
		Model Year	
Publications	Publications (i.e. service	Manufacturer	
(Post Cert)	manuals, owners manuals,	Publication Type	Warranty Manual
	warranty books, etc.)		Owners Manual
			Service Manual
			TSB
		Publication Date	
		Model Year	
		Model(s)	
			1

Document Type	Description	Metadata Name	Valid Values
Complete CBI -Common Section	Common Section of Certification Application CBI Version	Manufacturer	
		Model Year	
		Common Info Type	CAP
			Common Section
			Letter of Intent
			Warranty
		Vehicle Class	Compliant ATV
			Compliant OFMC
			HMC
			Non-Compliant ATV
			Non-Compliant OFMC
			eGC
		Submission Date	
Complete CBI – Application Engine	Initial/Update application for	Manufacturer	
Family Specific	Certification for a Specific Eninge	Model Year	
	Family	Application Type	Field Fix
			Running Change
			Initial/Update
			Application
		Engine Family	
			Compliant ATV
			Compliant OFMC
			HMC
		Vehicle Class	Non-Compliant ATV
			Non-Compliant OFMC
			eGC
		Submission Date	
Correspondence	General manufacturer	Manufacturer	
	correspondence not related to a particular engine family	Model Year	
			Compliant ATV Compliant OFMC
		Vehicle Calss	HMC
			Non-Compliant ATV
			Non-Compliant OFMC
			eGC
		Submission Date	
FOIA Common Section	Common Section Information	Manufacturer	
	submitted with non-confidential	Model Year	
	information	Info Type	Common Section
		Vehicle Class	Compliant ATV
			Compliant OFMC
			HMC Non Complaint
			Non-Complaint ATV
			Non- Compliant OFMC
			eGC
		Submission Date	

Table B-2 – Document Types and Associated Metadata for On-Road Motorcycle Category

Table B-2 — Document Types and Associated Metadata for On-Road Motorcycle Category (Cont.)

Document Type	Description	Metadata Name	Valid Values
FOIA Application	Engine Family specific	Manufacturer	
	applications submitted with non-	Model Year	
	confidential items	Engine Family	
		Application Type	Field Fix
			Running Change
			Initial/Update Application
		Vehicle Class	Compliant ATV
			Compliant OFMC
			HMC
			Non-Complaint ATV
			Non- Compliant OFMC
			eGC
		Submission Date	
Reports	Periodic Reports Submitted by	Manufacturer	
(Post Cert)	Manufacturer	Model Year	
		Report Type	Cert Fee Document
			Quarterly Prod. Report
			Vin Report
		Vehicle Class	Compliant ATV
			Compliant OFMC
			HMC
			Non-Complaint ATV
			Non- Compliant OFMC
			eGC
		Submission Date	
blications Publications (i.e. service		Manufacturer	
Post Cert)	manuals, owners manuals,	Model Year	
	warranty books, etc.)	Publication Type	Warranty Manual
		51	Owners Manual
			Service Manual
			TSB
			Set-up Assembly (MC) Procedure
		Vehicle Class	Compliant ATV
			Compliant OFMC
			HMC
			Non-Complaint ATV
			Non- Compliant OFMC
			eGC
		Submission Date	

Document Type	Description	Metadata Name	Valid Values
CBI – Certification Application	CBI – Application for Certification –	Manufacturer	
	HD Engine Family Specific	Model Year	
		Engine or Evaporative	
		Vehicle Class	CA_MDE
			CA_MDEV
			HDE
			HDH
			HDV
			AECD-Auxillary
			Emission Control
			Devices
			After Treatment
			Devices Tech
			Description
			Application
			Compliance
			Statement
		Submittal Type	Cover Letter
		Submittai Type	DF Test Plan
			EPA CofC
			Field Fix
			Idling Compliance
			Label
			NTE Declaration
			OBD/EMD
			Running Change
			Tamper Resistance
			UAF/DAF
		Upload Date	
Certification Preview Plan (CPP)	Certification Preview Plan (CPP)	Manufacturer	
	Material		CPP Material
			Phase In
		Submittal Type	Summary ABT Plan
			Summary Phase-In
			Plan
		Plan Date	
		Upload Date	
Common Material	Application Common Information	Manufacturer	
		Model Year	
			ABT Plan
			After treatment
			Devices Tech
			Description
			Compliance
			Statement
		Submittal Type	DF Test Plan
			Delegated
			Assembly
			Document
			Evaporative
			General Technical
			Description

Table B-3 – Document Types and Associated Metadata for Heavy-Duty Category

Table B-3 — Document Types and Associated Metadata for Heavy-Duty Category (Cont.)

Document Type	Description	Metadata Name	Valid Values
			Idling Compliance
			Label
			OBD/EMD
			Phase-In Plan
			Tamper Resistance
			UAF/DAF
			Warranty
			CA_MDE
			CA_MDEV
		Vehicle Class	HDE
			HDH
			HDV
		Upload Date	
Correspondence	Manufacturer general	Manufacturer	
	correspondence	Subject	Approval Date
			OBD/EMD
			Request for Approval
			Signed Letter of Authorization
		Correspondence Date	Autionzation
		Submission Date	
		Submission Date	
FOIA-Certification Application	FOIA – Application for Certification	Manufacturer	
	-(public accessible/non-	Model Year	
	confidential)	Engine or Evaporative	
		Vehicle Class	CA_MDE
			CA_MDEV
			HDE
			HDH
			HDV
		Submittal Type	AECD-Auxillary Emission Control Devices
			After Treatment Devices Tech Description
			Application
			Compliance
			Statement Cover Letter
			DF Test Plan
			Field Fix
			Idling Compliance
			Label
			NTE Declaration
			OBD/EMD
		1	Running Change

Document Type	Description	Metadata Name	Valid Values
		Submittal Type (Cont.)	Tamper Resistance
			UAF/DAF
		Upload Date	
Publications	Publications (i.e. service manuals, owners manual, etc.)	Manufacturer	Body Builder's Guide
		Publication Type	Owner Manual
			Service Manual
			TSB
			Warranty Manual
		Publication Date	
		Model Year	
		Model(s)	
Reports	Periodic reports submitted by	Manufacturer	
	manufacturers	Report Type	ABT Annual Report
			ABT Quarterly Report
			Cert Fee Production Report
			Phase-In Compliance Report
		Upload Date	
		Model Year	

Table B-3 — Document Types and Associated Metadata for Heavy-Duty Category (Cont.)

Document Type	Description	Metadata Name	Valid Value
ABT Report	Manufacturers Averaging, Banking, and	Manufacturer	Text
	Trading (ABT) Initial, End-of-Year, and Final Reports	Model Year	Number
		Approval Num	Text
		Category	SSIE/LSIE/OFCI/SIME
		Report Type	Initial/End-of-year/Final
		Upload Date	File ID
		Cert. Type	Selection (Exhaust/Evap)
Alternate Test	Special Test Procedures used by	Manufacturer	Text
Procedure	the engine manufacturer Engine Family or Common	Upload Date	File ID
	Engine Family of Common	Approval Num	Text
		Category	Selection (SSIE/LSIE/OFCI/SIME)
		Cert. Type	Selection (Exhaust/Evap)
Application	The Manufacturer's application for	Manufacturer	Text
	Certification.	Upload Date	File ID
	SSIE & OFCI: Engine Family	Model Year	Number
	SIME & LSIE: Engine Family or Common	Family Name	Text
		EO Number	Text
		Category	Selection (SSIE/LSIE/OFCI/SIME)
		Status	Selection (New/Correction)
		Cert. Type	Selection (Exhaust/Evap/OFCI-Flex)
Authorization Letters	Letters Submitted to ARB designating	Manufacturer	Text
Authorization Letters	the official manufacturer certification	Upload Date	File ID
	representative, who will be the accountable		Selection (SSIE/LSIE/OFCI/SIME)
pai	party, and letters indicating that all electronic signatures are legally binding.	Category	Selection (SSIE/LSIE/OFCI/SIME)
		Subject	signature/accountability)
		Model Year	Number
Auxiliary Emission	Manufacturers Documents related to	Manufacturer	Text
Control Devices	Emission Control Devices	Model Year	Number
(AECD)	Engine Femily or Common	Family Name	Text
	Engine Family or Common	Approval Num	Text
		Device Type	Selection (Mechanical/ECM/PCM)
		Control Type	Selection (Idle/Full Throttle/ Intermediate/all/Other)
		Category	, ·
			Selection (SSIE/LSIE/OFCI/SIME)
Auvilian/Engina	Information relating to Enginee'	Upload Date Manufacturer	File ID Text
Auxiliary Engine Cooling	Information relating to Engines' Auxiliary Cooling method	Upload Date	File ID
(SORE)	Engine Family or Common	Cool method	Selection (AC/Blower/Fan/NA/Other)
	3 • • • • • •	Approval Num	Text
Corporate Average	Plans used by manufacturers who	Manufacturer	Text
Plan	participate in the Averaging, Banking, and	Model Year	
-	Trading (ABT) program.		Number Selection (Credit/Debit)
		Credit Type	· · · · · · · · · · · · · · · · · · ·
	Common	Trading	Selection (Yes/No) File ID
		Upload Date Category	Selection (SSIE/LSIE/OFCI/SIME)
		Approval Num	Text
			Selection (Exhaust/Evap)
Correspondence	Letters sent to ARB from the	Cert Type Manufacturer	Text
Conceptinuence	Manufacturer and letters sent to the	Upload Date	File ID
	Manufacturer from ARB.	Model Year	Number
		Subject	Text
	Engine Family or Common	Category	Selection (SSIE/LSIE/OFCI/SIME)
			Selection (ARB Letter/Mfr
		Correspondence Type	Letter/Email/LOI/SOC)

Table B-4 — Off-Road Document Types and Associated Metadata (Revised on 3/16/07)

Document Type	Description	Metadata Name	Valid Value
EPA Certificate of	The U.S. EPA's Certificate of conformity	Manufacturer	Text
Conformity	which authorizes the manufacturers to	Model Year	Number
-	sell in the other 49 states.	Cert Number	Text
		Effective Date	Date
	Engine Family	Issue Date	Date
		FEL	Selection (Yes/No)
		Family Name	Text
Emission Durability Plan	Emission Durability Test Plans	Manufacturer	Text
Emission Durability Flam	Emission Durability Test Plans		File ID
	Engine Family or Common	Upload Date	
	Ligine raining of Common	Approval Num	Text
		DF Hours	Number
		Category	Selection (SSIE/LSIE/OFCI/SIME)
		Emission Type	Selection (Exhaust/Evap)
Emission Label Format	Format that the manufacturer intends	Manufacturer	Text
	to use for its emission labels	Upload Date	File ID
		Family Name	Text
	Engine Family or Common	Approval Num	Text
		Label Type	Selection (Engine/Equipment/Air Index/Other)
		Cotogony	Selection (SSIE/LSIE/OFCI/SIME)
		Category	
Emission Warnents	The warranty statement that the	Cert Type	Selection (Exhaust/Evap/Combined)
Emission Warranty Statement	The warranty statement that the	Manufacturer	Text
Statement	manufacturer submits	Upload Date	File ID
	Engine Family or Common	Family Name	Text
		Approval Num	Text
		Category	Selection (SSIE/LSIE/OFCI/SIME)
		Warranty Type	Selection (Exhaust/Evap/Combined)
Flexibility Engine	Mid-Year and End-Year Production	Manufacturer	Text
Reports (OFCI)	Reports of Off-Road Compression Ignition (OFCI) Flexibility Engines.	Upload Date	File ID
		Executive Order	Text
		Model Year	Number
			Selection (Mid-Year (6 month)/End of
		Report Type	Year
nternal Document	Documents used and distributed by ARB	Upload Date	File ID
	staff and strictly for ARB internal use.	Туре	Selection
		туре	(Letter/Email/MailoutMAC/Other)
		Subject	Text
		Category	Selection (SSIE/LSIE/OFCI/SIME)
NECT/SEA Documents	Documentation sent and received from	Manufacturer	Text
	ARBs New Engine Compliance Testing	Model Year	Number
	(NECT) activities or EPAs Select	Upload Date	File ID
	Enforcement Auditing (SEA) activities.	Test Cycle	Selection (Steady-State/Transient)
			Selection (Steady-State/ Hanslent)
		Test Pollutant 1	(HC/NOx/HC+NOx/CO/PM/All)
		Test Pollutant 2	Selection
			(HC/NOx/HC+NOx/CO/PM/All)
		Test Pollutant 3	Selection (HC/NOx/HC+NOx/CO/PM/All)
		Test Result	Selection (Pass/Fail)
Onboard Diagnostics	Onboard Diagnostics information	Manufacturer	Text
(OBD) (Marine)	Engine Family or Common	Upload Date	File ID
		Approval Num	Text
		Cert Type	Selection (Exhaust/Evap)
Other	Any Additional Decuments that	Manufacturer	
oulei	Any Additional Documents that Manufacturers need to submit		
	Engine Family or Common	Upload Date	File ID
	Engine raining or Common	Applicable	Selection (Engine Family/Evap Family/Combined)
		Family Name	Text

Table B-4 — Off-Road Document Types and Associated Metadata (Cont.) (Revised on 3/16/07)

Table B-4 — Off-Road Document Types and Associated Metadata (Cont.) (Revised on 3/16/07)

PLT Report	Manufacturers Production Line Testing	Manufacturer	Text
	(PLT) Quarterly and End-of-year reports	Model Year	Number
	Common	Approval Num	Text
	Note: Does not apply to Evap or OFCI	Plan Type	Selection (1%/CumSum)
		Category	Selection (SSIE/LSIE/OFCI/SIME)
		Report Type	Selection (Quarterly/End-of-year)
		Upload Date	File ID
		Family Name	Text

Document Type	Description	Metadata Name	Valid Value
PLT Sampling Plan	Production Line Testing sample plan	Manufacturer	Text
	submitted by manufacturers prior to	Model Year	Number
	production.	Approval Num	Text
	Common	Plan Type	Selection(1%/CumSum)
		Upload Date	File ID
	Note: Does not apply to Evap of OFCI	Category	Selection (SSIE/LSIE/OFCI/SIME)
Phase-In Plan	Plans used by manufacturers to outline	Manufacturer	Text
	their intentions to meet new regulations or	Model Year	Number
	production requirements.	Credit Type	Selection(Credit/Debit)
	Common	Trading	Selection (Yes/No)
		Upload Date	File ID
		Category	Selection (SSIE/LSIE/OFCI/SIME)
		Approval Num	Text
		Phsin Months	Number
Running Change	Supporting documents related to changes made to engine family after the engine has been certified. <i>Engine Family</i>	Manufacturer	Text
		Model Year	Number
		Family Name	Text
		EO Number	Text
		Change Made	Selection (ECS, Model, Part, Corrections, Other)
		Upload Date	File ID
		Category	Selection (SSIE/LSIE/OFCI/SIME)
		New EO Num	Text
		Cert Type	Selection (Exhaust/Evap)
Tamper Resistance	Manufacturers documents related to their	Manufacturer	Text
	meeting tamper resistance requirements	Upload Date	File ID
	Engine Family or Common	Approval Num	Text
	Note: Doos not apply to aven	Parts Mfr	Text
	Note: Does not apply to evap	Category	Selection (SSIE/LSIE/OFCI/SIME)

Table B-4 — Off-Road Document Types and Associated Metadata (Cont.) (Revised on 2/13/06)

APPENDIX C. DMS Workflow Process Naming Convention

C.1 On-Road Certification Categories

For Applications: MY_CBI(or)FOI_TG Nam (follow rules from file naming conv	
Examples of Types of Submittals	 APPIPT1 – Initial Application APPRCnn_EO (Running Change with EO) APPRCnn (Running Change without EO)

For Supporting Docu MY_CBI(or)FOI _ MFR (where nn = 01 - 99)	uments: Code_ Type of Submittal_nn
<i>Examples of Types of Submittals</i>	 Common Section Certification Preview Plan (CPP) Correspondence Type Durability Emails Evaporative Exhaust Misc SFTP Publication Type Owners Manual Service Manual TSB Warranty Manual Report Type Assembly Line Test Plan Cert Fee Document NMOG-VEC Reports Phase-In Reports Quality Audit Production Title 13 Year End Report

C.2 Off-Road Certification Categories

Single Applications: Engine Family (EF) Name_Sub Category¹_Sumbission Type²_App Examples of Types of Submittals

Applications Grouped in one workflow process or Grouped Families (GF):

First 5 EF Chars.GF_Sub Category¹_Sumbission Type²_App

Examples of Types of Submittals

Submittals

7MFRM.GF_OUTBD_R/C_App

Support Documents	:
Category ¹ _Model Year	_ARB Mfr Code_Document Type ³
Examples of Types of Submittals	SIME_2007_AMFR_CAP

PLT/ABT Reports: Calender Quarter_Category_ARB Mfr. Code_PLT/ABT Reports Examples of Types of 07Q1_SIME_AMFR_PLT Reports

⁽¹⁾Categories and Sub-Categories:

SSIE Exh < 50 = Exhaust less than 50ccExh 50-80 = Exhaust 50cc to 80cc inclusive Exh 80-225 = Exhaust 80cc to 225 cc Exh > 225 = Exhaust greater than or equal to 225ccEvp < 80 = Evaporative less than 80ccEvpWB 80-225 = Evaporative Walk-Behind Mowers 80cc to 225cc Evp 80-225 = Evaporative Non Walk-Behind Mowers 80cc to 225cc Evp > 225cc = Evaporative Greater than or equal to 225ccCmbd = Combined Exhaust and Evaporative applications (typically less than 80cc)SIME INBD = Inboard STRN = Sterndrive INBST = Inboard Sterndrive OUTBD = OutboardPWC = Personal Watercraft LSIE GT1L = Greater than 1 Liter LT1L = Less than 1 LiterOFCI Pwr < 8 = Power less than 8 kWPwr 8-19 = Power \geq 8 kW and <19 kW Pwr 19-37 = Power >19 kW and <37 kW Pwr 37-56 = Power > 37 kW and < 56 kW Pwr 56-75 = Power >56 kW and <75 kW Pwr 75-130 = Power >75 kW and <130 kW Pwr 130-225 = Power >130 kW and <225 kW Pwr 225-450 = Power >225 kW and <450 kW Pwr 450-560 = Power >450 kW and <560 kW PwrMM >560 = Power of Mobile Machines greater than 560 kW PwrGEN 560-900 = Power of Generators >560 kW and <900 kW

PwrGEN > 900 = Power of Generators greater than 900 kW

⁽²⁾Submission Type:

New = New Submission R/C = Running Change F/F = Field Fix FEL = FEL Change

⁽³⁾Document Type:

See the file naming convention document for a list of document type codes.