CALIFORNIA
AIR RESOURCES BOARD

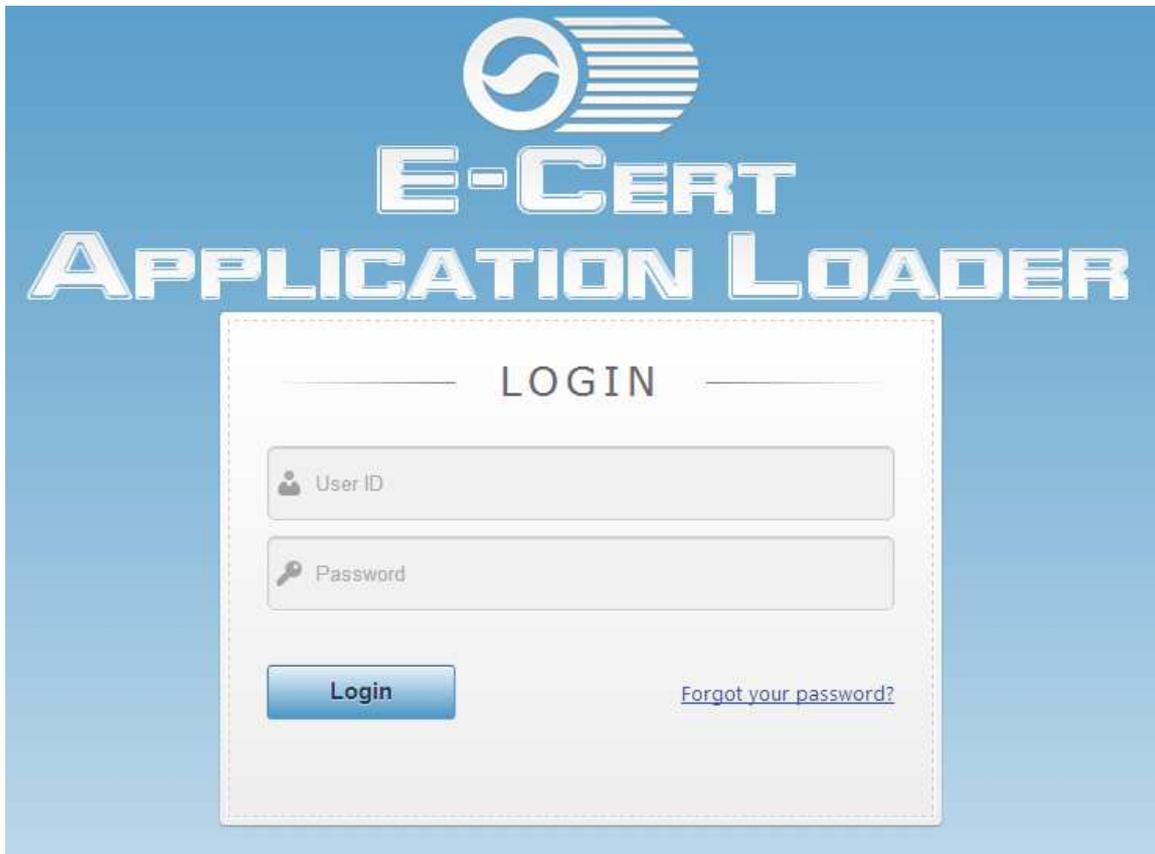# E-Cert Application Loader User Guide

Version 1.0

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Introduction

This document provides instructions for uploading applications (XML files) to California Air Resources Board's Electronic Certification (E-Cert) system. There are two steps to getting an application saved in the E-Cert system. This user guide describes in detail the first step, which is uploading an application through the E-Cert Application Loader website. In the second step the E-Cert system will attempt to save the application data to the database.

Login Webpage

Page Buttons	Results	Description
Login	1. Redirects the user to the Upload webpage. 2. If the user's password has been reset, the user will be redirected to the Change Password webpage.	1. The Upload page allows users to upload applications to E-Cert. 2. The Change Password page allows users to change their password.
Forgot Password	Redirects the user to the Forgot Password webpage.	This page allows users to reset their password.

File Naming Convention

Please use the following the naming convention for all XML files submitted to the California Air Resources Board through the E-Cert Application Loader website.

The naming convention for the XML files consists of three parts as shown:
*CARBMFRCODE*_LDV_*TESTGROUP*.xml

1   CARB MFR Code

This is the manufacturer code that is assigned to each manufacturer by CARB's certification staff.

2   _LDV_

This will remain the same for each file.

3   Test Group

This is the name of the test group for the particular application.

The only portions of the file name that change are the ones identified by *red italics*. An example file name would be ABCD_LDV_FABXV09.3CD2.xml

Upload Webpage

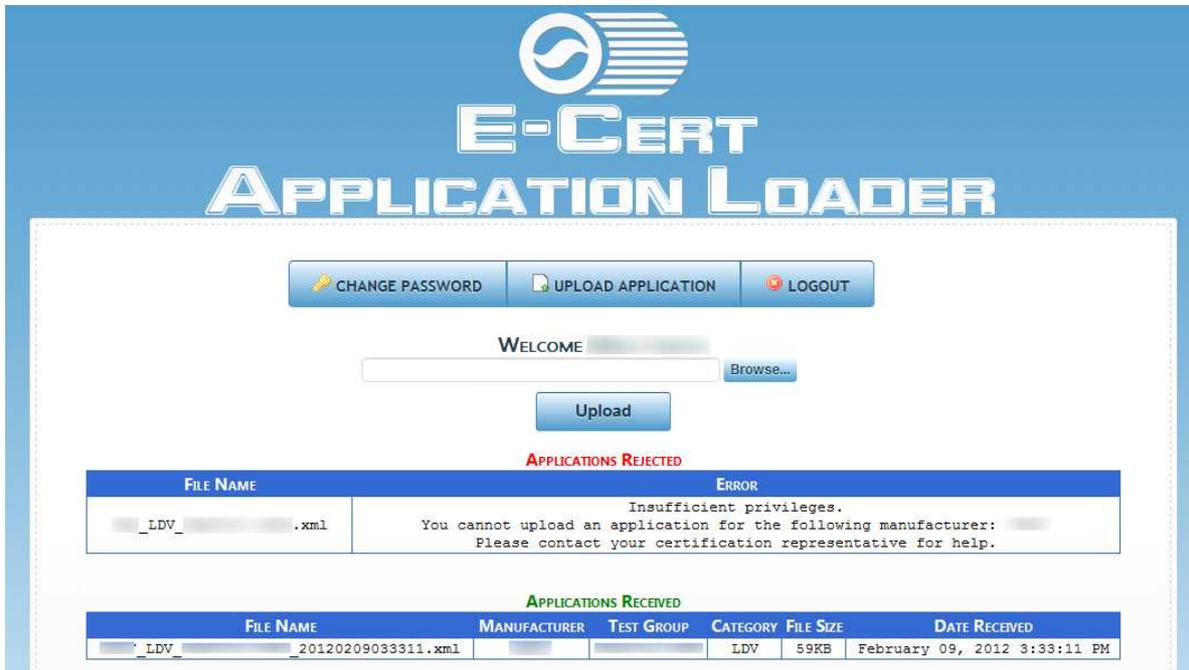The Upload webpage allows users to upload applications (XML files) to E-Cert.

Menu Bar Buttons	Description
Change Password	Redirects the user to the <u>Change Password</u> webpage.
Logout	Logs the user out of the system.
Page Buttons	**Description**
Browse	When clicked, it opens a window allowing the user to select multiple XML files to upload. • After the files are selected. The system will check to ensure that the file names follow the naming convention. Valid file names are preceded by a green circle and invalid file names are preceded by a red circle. See Figure 2.1
Upload	Uploads the files which are preceded by a green circle. Files preceded by a red circle are <u>not</u> be uploaded.
Page Instructions	

1. Click the "*Browse…*" button.
2. Select the XML files.
3. Click "*Open*".

Figure 2.1: Upload Webpage with naming convention indicators

Circles	Description
Red	Indicates that the file does not follow the naming convention. The file will not get uploaded.
Green	Indicates that the file follows the naming convention. The file will get uploaded.

Page Buttons	Description
Remove	Removes the file from the list.
Upload	Uploads the files which are preceded by a green circle.

Page Instructions

1. Remove the files that do not follow the naming convention.
2. Click the *"Upload"* button.

Figure 2.2: Upload Webpage with upload results

Page Instructions

When the *"Upload"* button is clicked, the website attempts to upload the applications that are in the list. The results will be displayed to the user and a complimentary email detailing the same information will also be sent to the user who is logged in.

Application Results

Application(s) Accepted	This table lists the applications which uploaded successfully. • A list of details about the file will be displayed.
Application(s) Rejected	This table lists the applications which failed to upload. • An error message will be displayed to the right of the file name entailing the reason for the failed upload attempt.

Change Password Webpage

The Change Password webpage allows users to change their current password.
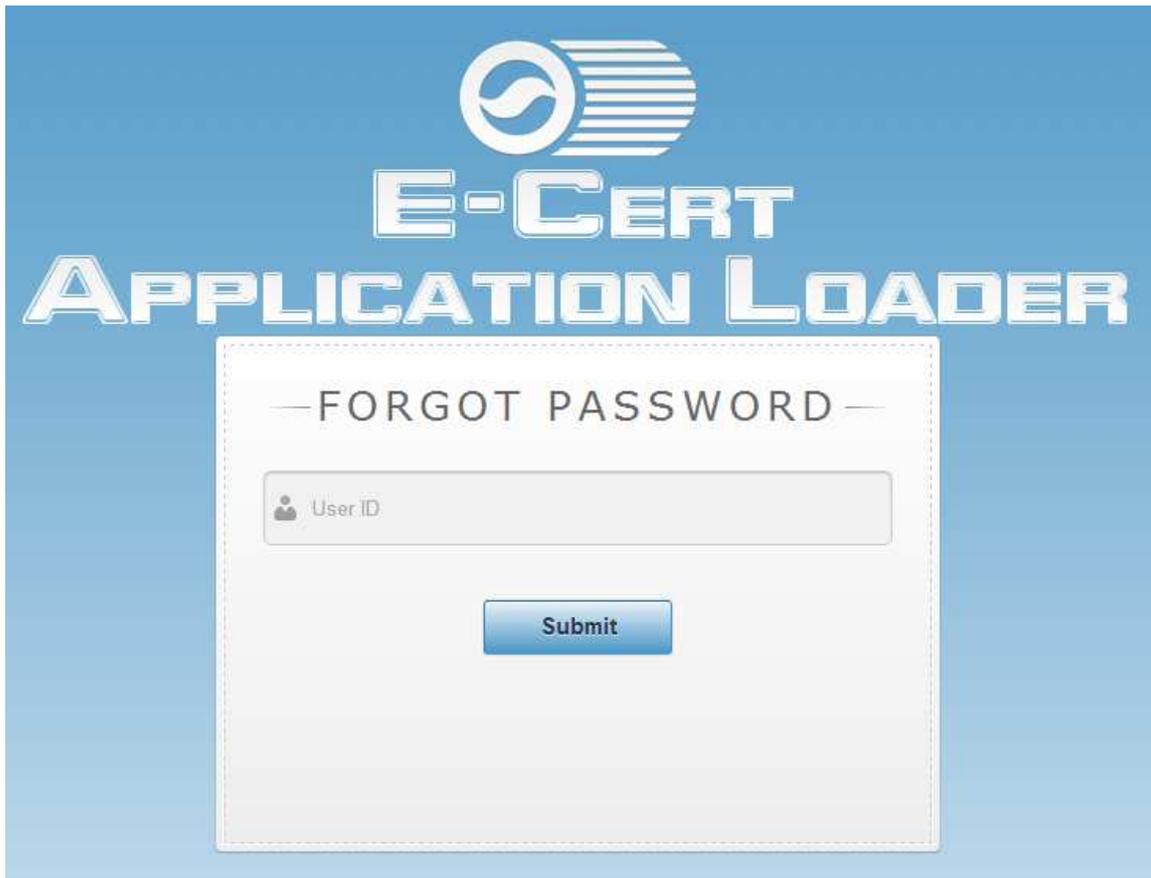
Figure 3.0: Change Password Webpage

User Inputs	Description
Old Password	The user's current password.
New Password	The user's new password.
Confirm New Password	The user needs to type their new password a second time.
Page Button	**Description**
Save	When clicked, the system will attempt to save the user's new password.

Page Instructions

1. Enter the old password.
2. Enter the new password.
3. Enter the new password again in the confirmation field.
4. Click the *"Save"* button.

Forgot Password Webpage

The Forgot Password webpage allows users to reset their current password.

Figure 4.0: Forgot Password Webpage

User Input	Description
User ID	The user's ID.
Page Button	**Description**
Submit	When clicked, the system will reset the user's new password.
Page Instructions	

1. Enter the user's ID.
2. Click the *"Submit"* button.
    Note: The new password will be emailed to the user.