

ARB Document Management System (DMS)



DMS Purpose

- Streamline the certification process
- Impart structure and organization to certification documents
- Facilitate data and documents access
- Reduce paper and storage space needs
- Allow manufacturers to check the status of their document submission at any time

DMS Purpose

Streamline the certification process

- It has been modernized and structured
- Manufactures
 - Save paper, time and postage cost
 - Know when documents have been received
 - Know where to upload the documents
 - Know how to name the files and processes
 - Know how to submit documents

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DMS Purpose

Streamline the certification process

- Manufacturers can reduce the time to convert **FileMaker Pro** documents into **PDF files** by:
 - Moving the cursor to the end of the document before converting it to PDF.
 - Using the latest version of **FileMaker Pro** that include a function to convert/export data to PDF documents

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DMS Purpose

Streamline the certification process

- ARB will not change the two steps document submission to one step process because :
 - eliminates manufacturer option to review or correct a document or metadata before submitting it
 - incorrect documents will distract staff
 - increases administrators load

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DMS Purpose

Streamline the certification process

- ARB will not allow manufacturers to delete files or processes
 - It will cause confusion and frustration to staff
 - It may affect data integrity and consistency.
 - manufacturers will make fewer errors once they get familiar with the system

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DMS Purpose

Streamline the certification process

- **ARB will allow manufacturers to rename processes**
 - Administrators will provide this right
 - It will be done in phases as work load permits
 - Be aware that reference made on e-mails will not be consistent with process name changes

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DMS Purpose

Streamline the certification process

- ARB is working on network infrastructure to improve response time
- ARB is considering how to modify carryover submission

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DMS Purpose

To impart structure and organization to the storage of certification documents

- It is necessary that manufacturers follow the file naming conventions and workflow naming guide
- Manufacturers need to identify document types and provide metadata
- Metadata entry may be reduced by assigning values at folder level for default document

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DMS Purpose

Facilitate data and documents access

- Manufacturers from around the world can submit and review their own documents at any time
- ARB staff can find and review current and historical documents from their desk
- Once documents are stored in the correct folder cannot be misplaced

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DMS Purpose

Facilitate data and documents access

- Authorized manufacturer staff can see all documents of its own company
- To protect company information processes view is restricted to the submitter
- The use of a common account can allow every one with access to the account to see all processes. Disadvantages:
 - No tracking of who submitted
 - All ARB communications will go to that account

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Allow manufacturers to check the status of their document submission at any time

ARB is working to

- eliminate two status options
- enforce final status change
- perform timely status change

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OpenEDMS Off the shelf product

- ARB is not considering custom code changes like:
 - Manufacturers inside process view
 - Process Backward traceability of files
 - Batch upload and submittal of documents

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Proposed next steps

- Manufacturer submit authorized signature letter
- Manufacturer to follow naming conventions and submission procedure
- ARB staff will implement indicated actions by the end of the year or sooner if possible

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