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 Phase-in Overview

• ARB DMS System started in February 2006

• Manufacturer categories were incorporated in phases

• Directory structure completed for all manufacturers
DMS Status

• All categories phase-in by January, 2007

• All manufacturers should be submitting all documentation electronically

• Policy regarding the use of Electronic Signatures in the ARB DMS for certification - MAC 2007-01
  - Remember to indicate the authorized category
  - Due by May 1, 2007
DMS Status

• ARB DMS is accessible at:
  https://secure.arb.ca.gov/certdms

• Manufacturer user guide, tutorials, and FAQ are available at:
  http://www.arb.ca.gov/msprog/dms/dms.htm
DMS Updates

- DMS software was upgraded to version 3.7 on April 14, 2007

- Main new features
  - Improved linking tool
  - Search and sort tools for workflow processes
  - Faster search engine
  - New Tabs Graphical Interface
DMS Updates - cont

- User’s Guide for ARB DMS Version 2
- Training was provided to 31 interested manufacturers
- Internet training is available upon request
# DMS Workflow Document Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>Manufacturer uploaded the document, (not submitted to the workflow)</td>
</tr>
<tr>
<td>Pending</td>
<td>Manufacturer submitted the document to workflow.</td>
</tr>
<tr>
<td>Received</td>
<td>ARB received the document</td>
</tr>
<tr>
<td>InProcess</td>
<td>ARB is reviewing/processing the document</td>
</tr>
<tr>
<td>InfoNeeded</td>
<td>Manufacturer needs to submit additional information</td>
</tr>
</tbody>
</table>
DMS Workflow Document Status Cont.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed</td>
<td>ARB finished reviewing the document</td>
</tr>
<tr>
<td>Complete</td>
<td>ARB completed processing the document</td>
</tr>
<tr>
<td>Approved</td>
<td>ARB completed processing the document and approved the request</td>
</tr>
<tr>
<td>Rejected</td>
<td>ARB rejected the request</td>
</tr>
<tr>
<td>Invalid</td>
<td>Manufacturer submitted incorrect or incomplete document to the workflow</td>
</tr>
</tbody>
</table>
Document Organization Strategy

File Naming Convention Example

CBI_7AM4M_Common_RFA1ABT_.pdf

Confidentiality (3 Characters + Underscore)  Applicability (12 Characters + Underscore)  Information (7 Characters + Underscore)

California Environmental Protection Agency

Air Resources Board
Common DMS Errors by Manufacturers

1. Files not named according to ARB naming convention
2. Files uploaded into the incorrect folder
3. Appropriate document type not selected
4. Metadata is incorrect or not entered
5. Document not submitted to the workflow
Manufacturer DMS Suggestions

Manufacturer suggestions should be directed to the DMS system administrator

Ivonne Guzman-Cicero at iguzmanc@arb.ca.gov
DMS Contact Information

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Thank you for your time