ARB Document Management System (DMS)

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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

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DMS Phase-in Overview

- ARB DMS System started in February 2006

- Manufacturer categories were incorporated in phases

- Directory structure completed for all manufacturers

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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*

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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

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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

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DMS Updates - cont

- User's Guide for ARB DMS Version 2

- Training was provided to 31 interested manufactures

- Internet training is available upon request

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DMS Workflow Document Status

Status	Description
Draft	Manufacturer uploaded the document, (not submitted to the workflow)
Pending	Manufacturer submitted the document to workflow.
Received	ARB received the document
InProcess	ARB is reviewing/processing the document
InfoNeeded	Manufacturer needs to submit additional information

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DMS Workflow Document Status Cont.

Status	Description
Reviewed	ARB finished reviewing the document
Complete	ARB completed processing the document
Approved	ARB completed processing the document and approved the request
Rejected	ARB rejected the request
Invalid	Manufacturer submitted incorrect or incomplete document to the workflow

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Document Organization Strategy

File Naming Convention Example

CBI_7AM4M_Common_RFA1ABT_.pdf

| Confidentialty | Applicability | Information |

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

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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

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Manufacturer DMS Suggestions

Manufacturer suggestions should be directed to the DMS system administrator

Ivonne Guzman-Cicero at
iguzmanc@arb.ca.gov

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DMS Contact Information
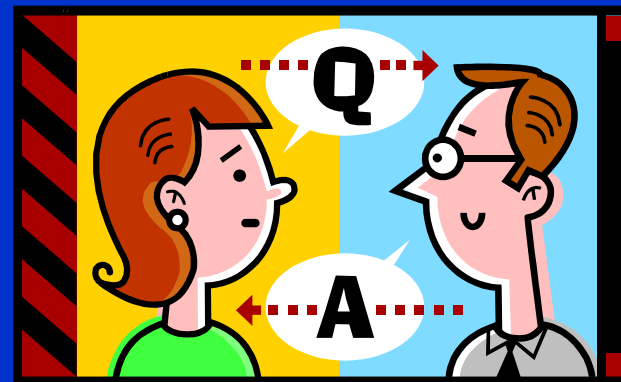
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Question and Answer

Thank you for your time