

J1939 Truck & Bus Request Processing Guidelines

Revision 5.0 - February 10th, 2006

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1.0 Introduction

The audience of this document includes members of the SAE J1939 Truck and Bus Subcommittee and individuals from the technical community who wish to submit requests to the committee. The intent of this document is to:

- (1) Provide guidelines on how the J1939 Truck and Bus Request Process works,
- (2) Give specific directions to those submitting new requests, and
- (3) Provide guidelines to Discussion Group Leaders.

This document is an effort to smooth the submission and approval process for new J1939 messages and parameters. With the volume of requests coming in and the amount of time available at the quarterly meetings, the hope is to flush out issues earlier in the process and streamline discussions at the committee level.

Six discussion groups (sometimes referred to as "Ad Hoc" groups) have been formed within the J1939 subcommittee. New requests are directed to these six groups, where individuals in that area of expertise help the requestor clarify and correct his or her request. Discussion group leaders assist the overall process, and forward new requests to the subcommittee when deemed ready for final discussion and voting.

In addition to faster request processing, other objectives in development of the request process where to:

- Place overall responsibility on the requestor; no committee person is accountable for seeing a request through.
- Make sure all committee members have access to the discussions and information.
- Get the right people involved on the right topics.
- Avoid one person having the final say in whether a request is forwarded to the committee.

2.0 Discussion Groups

VEHICLE SYSTEMS covers cab or operator displays, body controls, and items applicable to the whole vehicle in general. Group leader Jim Marsden may be contacted at (301) 790-5664 or Jim.Marsden@macktrucks.com.

DIAGNOSTIC, DATALINK, DOCUMENTS covers (1) diagnostic systems, fault codes, diagnostic tools and other items pertaining to troubleshooting, (2) the structure of the J1939 network, such as transport protocol and new message formats, including additional proprietary messages, and (3) changes to existing documents. Group leader Michael Lyons may be contacted at (309) 578-1366 or lyons_mike_r@cat.com.

POWERTRAIN covers requests dealing mainly with engine, transmission and driveline components. Group leader Jeff Hawkins may be contacted at (313)592-3750 / jeffrey.hawkins@detroitdiesel.com.

AG / FORESTRY covers Ag/Forestry components including those on farm implements. This group is unique in that it must interface with the ISO 11783 group in Europe for requests. Group leader Ron Landman may be contacted at (701) 451-3611 or rlandman@phoeintl.com.

Note that requests for SPNs will end up being posted to the applicable group(s) to gain consensus on definitions, and to determine if any of the requested SPNs need to become parameters.

3.0 Requestor Responsibilities

3.1 FILL OUT THE REQUEST FORM

Before submitting your request, *please* consider the following:

- 1. Are ALL of the necessary fields of the request form filled out?
- 2. Is the filename format of your request correct?
- 3. Is the web folder name format correct?
- 4. All company-specific terminology removed?
- 5. Are your PGN and SPN explanations clear Can another person pick up your request and understand it? Will someone in a company outside of yours understand it?
- 6. Have you used universal wording such you're your request is usable by other companies?
- 7. If you have a co-worker or person in your company who participates in the SAE J1939 committee meetings, have them personally review your request before you submit it.

3.2 WORK THE PROCESS

The requestor bears the burden of seeing his or her request through the process. The requestor is often the sole source of detailed information on the purpose and intent of the request, so it is essential they <u>actively participate</u> in the discussion group to which their request is assigned. Active participation includes:

- Go out and seek the discussion you need.

 Lack of posted comments or feedback should

 NOT be perceived as committee member

 agreement or approval; it is simply an indication
 that you need to be working with the group
 leader or members to solicit more review.
- Respond promptly to questions. Failures to respond will eventually result in removal of the request from the discussion area, and the request will have to be resubmitted. While somewhat surprising, we have seen requests posted that go unsupported by the requestor.

Tip: Your SAE website user properties can be set so you are notified whenever an attachment or reply is posted to your request. This is nice as you don't have to keep checking the website; you receive direct e-mails containing the newly posted information.

■ Seek input from affected industry counterparts. Ask yourself, "Who will be sending or receiving what's in this request?"

For example, if an ABS supplier has a new message to be used by engines, the requestor should work with as many ABS and engine suppliers as possible in the development of the request. This ensures a better SAE J1939 standard that more companies will likely make use of.

- **Supply documentation** (text, graphs, flowcharts) as needed for clear understanding.
- Arrange and facilitate conference calls or meetings among key players as necessary. Record / post minutes of these meetings to the website so others can view them.

Members of the committee and discussion groups participate as volunteers, and at times it may take some persistence in getting responses. Requestors not actively involved in regular J1939 subcommittee activities may initially feel somewhat apprehensive about soliciting people for feedback and comments – Don't be! It's just part of the process.

- Use E-mail! E-mail is the recommended form of communication as (1) it provides a written record, (2) copies can be distributed as needed, and (3) time zones are less of a concern than when teleconferencing. Sending e-mail to discussion group members via the SAE website is reviewed later in this document.
- Don't wait until the last minute to try and drum up support for your request. As a new requestor, you may have expectations for response times that differ from what is typical from this subcommittee. While response times of 2-3 days within your own company or organization may seem to be the norm, a response time of 1-2 weeks by the subcommittee is generally considered rapid.

Last, a fact of life in standards work is the difficulty in passing a new parameter or message while trying to maintain an air of confidentiality about a given company's new product or feature. Everyone on the committee is aware of this.

4.0 The Request Processing Group Member's Role

All Request Processing Group members are able to and encouraged to participate in discussion of new requests. All members are able to participate in survey question votes, even if they are not specifically on the mailing list for a particular discussion group.

Don't shrug off topics if they don't directly affect you! Many new areas becoming involved with J1939 can benefit from comments based on your experience. Remember, requests not properly discussed in the groups may be pushed to subcommittee anyway, where the discussion will then *have* to take place!

5.0 Discussion Group Leader Activities

Leaders are **NOT** responsible for re-writing requests into acceptable formats or terminology. They should refer requestors to Dave Brandon's guide on how to write a request (pending).

As necessary, leaders determine if requests go to the J1939-71 application layer or a specific document task force, particularly if rewording of an SAE J1939 document is needed.

Use website survey questions to determine which requests are ready for committee presentation.

Like the requestor, it is suggested that group leaders set up their SAE user properties so they are notified when an attachment or reply is posted in the discussion area.

Discussion group leaders who see requests not being supported by their owners should contact the requestor at least once to notify them that their request is in danger of being removed from the discussion area due to lack of support. At the group leader's discretion, the dead request may be removed from the group at some point after the notification has been sent.

5.1 REQUEST / WITHDRAW WEBSITE ACCESS AS NECESSARY

If the requestor does not already have access, the group leader contacts the SAE administrator to gain him or her access to the J1939 Truck and Bus Request Process portion of the SAE website. When an outside person's request is pulled or approved, inform the SAE Administrator to pull that person's access permission to the J1939 Request Process area on the website

5.2 RE-LABEL REQUESTS APPROVED FOR COMMITTEE DISCUSSION

Approved requests forwarded to the database coordinator should use a filename extension "_DGA.doc" to indicate 'Discussion Group Approved' and to differentiate this final version of the request.. In order to rename a request, it must be downloaded from the website, renamed, and added as a new attachment in the appropriate folder.

5.3 PUBLISH REQUEST SUMMARIES

Discussion group leaders are to provide a summary of requests in their area no later than 4 weeks prior to the upcoming committee meeting. The summary should be a Word file entitled '[YYQQ] Request Summary for [Discussion Group Name].doc', such as '02Q2 Request Summary for Powertrain.doc'.

The summary should be placed in the "* [Discussion Group Name] Requests To Move Forward For [YYQQ] Meeting" folder, along with discussion-group-approved request folders. A recommended summary format is shown in Figure 1, and contains the following:

- 1. Year and quarter of meeting in 'YYQQ' format.
- 2. Name of discussion group leader.
- 3. Date of summary in 'MMMM, DD, YYYY' format.
- 4. Discussion Group Name.
- Numbered list of folder names cut-and-pasted from the 'Requests to move forward for YYQQ Meeting' folder on the website.
- 6. Numbered list of folder names cut-and-pasted from the discussion group's main folder area.
- One-liner status on all remaining open requests, such as:
 - "Requestor to withdraw or resubmit."
 - "Submitted after deadline for minimum discussion time."
 - "Definitions not clear."
 - "Unresolved concerns about duplication."
 - "Lack of adequate discussion."
 - "Necessary meeting has not occurred yet.."

5.4 MAINTAIN THE REQUEST PROCESS AREA

Consistency among discussion group areas on the SAE website is necessary to help everyone better understand where any particular request is in the process. Figure 2 illustrates overall folder layout, and sample contents.

0202 Request Summary For Powertrain

Submitted by Kevin Karch on April 3rd, 2002

Requests Forwarded For SAE Committee Review:

- 1. 20010615MS_1 Cummins Requests for Engine Parameters, Posted 6/15/01
- 2. 20010724SG_3 Cruise control and mode control requests

Active Requests Remaining In The Discussion Area:

1. 20010410DB_1 - Natural Gas Engine Parameters and Messages

Unresolved concerns about duplication: Appears to duplicate SPN 91. Will talk to requestor and see if SPN 91 can meet his needs.

Definitions not clear: Does new SPN 8484 refer to net torque or indicated torque? Are parasitic coffee maker losses included?

2. 20010522ML_4 - Widget Indicator Parameters

Lack of adequate discussion: Requestor has not responded to any of the posted questions. Requestor informed on 03.12.02 that request will be pulled from website if the posted questions are not answered.

Figure 1 – Sample Discussion Group Summary

```
Truck and Bus J1939 Request Processing Group Discussions and Documents
- ■ J1939 Truck and Bus Request Processing Guidelines – R3.0
 - ■ J1939 Truck and Bus Request Form – R2.0
 Dave Brandon's Suggestions
Ag/Forestry – Ron Landman, Leader
- 🗁 Diagnostic, Datalink, Documents – Mike Lyons, Leader
Powertrain – Jeff Hawkins, Leader
 ► 🗎 01Q4 Request Summary for Powertrain
    ► © 02Q1 Request Summary for Powertrain
     - 🗁 20000123 Approved Request Example #1
        L ≥ 20000123KK 1 R3 WGA.xls
      20000607 Approved Request Example #2
        L ≥ 20000607ML R2 WGA.xls
  * POWERTRAIN REQUESTS TO MOVE FORWARD FOR 02Q2 MEETING
    02Q2 Request Summary for Powertrain
       20010102 Forwarded Request Example #1
        L ■ 20010102BN R12 WGA.xls
   20021002 Active Request Example #1
  20021114 Active Request Example #2
Vehicle Systems - Jim Marsden, Leader
```

Figure 2 - Example Outline of Request Process Area

5.4.1 * [Discussion Group Name] Requests Completed

This folder contains sub-folders of previous requests that have been:

- Approved by the discussion group,
- Presented to the SAE committee, and
- Approved by the committee for inclusion in the next J1939 publication.

Approved request sub-folders should be kept here until AFTER the ballot containing these new items is voted on and approved. By doing so, reference documents and web discussions are available to those reviewing and voting on the document ballots.

The 'REQUEST COMPLETED' folder also contains previous request summaries generated by the discussion group leader prior to each series of meetings. These also may be removed after the appropriate ballot is voted on, approved, and published.

The SAE website is such that folders are always placed in alphabetical order. The asterisk '*' in the 'REQUESTS COMPLETED' folder name simply keeps the folder at the top of the order when viewing the contents of a given discussion group area.

5.4.2 * [Discussion Group Name] Requests To Move Forward For [YYQQ] Meeting

This folder contains sub-folders of 'discussion group approved' requests to forward to the SAE committee for discussion at the next series of meetings. In this folder's name, YY is the year, and QQ is the quarter of the next meeting. Again, the asterisk ' * ' keeps the folder at the top of the order when viewing the contents of the discussion group area.

In each 'discussion group approved' request subfolder, there should be one and only one request with the '_DGA' extension, indicating it as the one to be entered in the database and discussed at the upcoming meeting.

5.4.3 Active request folders

Contains current request folders with the 'YYYMMDD name' format. This format makes the folders appear in chronological order on the website, with the oldest requests always at the top. As requests are approved by the discussion group, their complete folders should be relocated under the appropriate 'REQUESTS TO MOVE FORWARD FOR QQYY MEETING' folder.

5.4.4 Moving folders around in the discussion

Only discussion group leaders can move folders around in a given discussion area. Folders may need to be moved because:

- A different discussion group is more appropriate,
- The request has been approved for forwarding to the SAE committee for discussion.
- The committee has reviewed and approved the request for inclusion in the next ballot.

Moving folders is accomplished by the import and export functionality of the SAE website. For example, to move a request folder from the active discussion area to the COMPLETED REQUESTS folder for a given discussion group:

- From the discussion group main window, click on 'import / export' in the 'Click For Options' drop-down list on the right hand side of the window.
- 2. Click the radio button 'Export entries from this folder', and click on OK.
- From the scrolling window, select the folders you wish to move. Multiple folders may be selected by holding down the CTRL while clicking on the individual folders. Click on OK.
- 4. In the next window, click on OK to download the export file. Save 'exportFile.html' to your hard drive; you will be importing this file to the COMPLETED REQUESTS folder. After the download is complete, it's not a bad idea to click on the link which checks the validity of the downloaded file.
- Now move to the COMPLETED REQUESTS folder in your discussion area. From its' main window, click on 'import / export' in the 'Click For Options' drop-down list on the right hand side of the window.
- 6. Click the radio button 'Import entries from this folder', and click 'OK'.
- 7. Click the 'Browse...' button and find the exported file 'exportFile.html' on your hard drive. Click 'OK'.

When completed, verify the folders have been correctly moved. Then go back to the discussion group's main window and delete the folders that were moved.

6.0 Database Coordinator

Approximately two weeks after the last committee meeting, the database coordinator should summarize the new requests up for discussion.

Approximately three to four weeks prior to the following committee meeting, the list of requests to be discussed at the upcoming meeting should be distributed to all members.

7.0 Request Timing

7.1 SUBMISSION BY REQUESTOR

In order for a request to have a chance at being discussed at the next SAE committee meeting, it must be submitted no later than 12 working days after the previous meeting. Sooner is always better. New requests will very likely be discussed at the next SAE committee meeting provided that:

- The request was posted in the time window mentioned above,
- The discussion group leader deems the request suitable for committee review, and there is not a backlog of pending requests or old business that would prevent discussion of the request at the next meeting.

For example, requests for the February 2001 meeting should be submitted by 11.29.00, or approximately 12 working days (not counting the two days for Thanksgiving) after the end of the 11.09.00 meeting.

7.2 FORWARDING OF APPROVED REQUESTS BY GROUP LEADERS

All requests that have been properly updated and approved should be placed in the "Requests to Forward to the Committee" folder no later than 4 weeks prior to the upcoming committee meeting.

8.0 Steps of the Process

This section outlines the request process. Failure to follow these steps will likely result in your request not being processed in a timely fashion. Remember, the requestor must champion his or her request!

8.1 REQUESTOR COMPLETES FORM

The request form is a Word form named 'SAE J1939 Request Form.doc', and can be found in the "HOW TO CONSTRUCT AND SUBMIT A REQUEST" folder in the J1939 Truck and Bus Request Processing area on the SAE website. Download a copy of the file to your computer, and fill out all necessary fields.

8.2 REQUESTOR FOLLOWS REQUIRED FILENAME FORMAT

It is very important that the filename format is followed, as this is how your request is queued and tracked. The required filename format is YYYYMMDDii_x.doc, where:

'YYYY' = Year 'MM' = Month

■ 'DD' = Day

fii' = Requestor's initials

'x' = Number of the request sent that day

For example, if Kevin Karch submitted a single request on November 3rd, 2000, the filename of the request would be 20001103KK_1.doc. If he submitted TWO requests on this same day, the second request would be 20001103KK 2.doc.

8.3 REQUESTOR CREATES ANY ADDITIONAL CLARIFYING INFORMATION

If you feel that more detailed text, supporting graphs, diagrams or data would be helpful, please submit them along with your request. Per SAE policy, please do not include any corporate logos or letterhead in your documentation. The filename should be the SAME as the request form except for a '_SUP' extension. At this time, it is recommended that Word97 or Acrobat 4.0 formats are used.

For the previous example, a Word document named 20001103KK_1_SUP.doc or an Adobe Acrobat document 20001103KK_1_SUP.pdf could be added.

8.4 REQUESTOR SUBMITS FORM AND CLARIFYING DOCUMENTATION

Copies of your request must be e-mailed to:

■ J1939-71 Task Force Chairman
Greg Gillham: greg.gillham@detroitdiesel.com

Database Coordinator

Mark Stepper: m.r.stepper@cummins.com

SAE Administrators

Jana Light: jlight@sae.org

Caroline Michaels: carolinemichaels@sae.org

The chairman directs the request to the proper discussion group, while the database coordinator enters the request number and date of reception into the database. This date is used to determine review order of the forwarded requests as they reach subcommittee level.

8.5 SAE CHAIRPERSON RECORDS REQUEST IN THE SAE DATABASE

The request's date is recorded into the database and used by the committee in queuing the request for discussion at the time it is approved to do so. The chairperson will communicate the acceptance of the request and its' recording date to both the requestor and the appropriate discussion group leader.

8.6 GROUP LEADER CONTACTS SAE FOR REQUESTOR WEBSITE ACCESS

This step applies only if a requestor doesn't already have access to the website discussion areas.

8.7 SAE ADMINISTRATOR INFORMS REQUESTOR OF ACCESS APPROVAL

The SAE Administrator should e-mail the new requestor and indicate the User ID and Password to be used for accessing the discussion areas.

8.8 REQUESTOR CREATES FOLDER IN WEBSITE DISCUSSION AREA

Access the J1939 Truck and Bus Request Process folder at the SAE website, and create a sub-folder containing your request and any pertinent documents assisting in the understanding of the request. Detail instructions in the following section.

The filename for your folder should be in the format 'YYYYMMDD Foldername', where the date contained in YYYMMDD is the date that your

request was entered into the SAE database, as communicated to you from the SAE chairperson.

8.9 REQUESTOR ACTIVELY PARTICIPATES IN DISCUSSION

With this access, the requestor can participate in all discussions and communicate with the group members – for their request or others currently being discussed.

8.10 REQUESTOR UPDATES REQUEST AND RE-POSTS AS NEEDED

When doing so, a revision tag of the format "_Rx" should be added to the original filename, where "x" is the revision number.

If the previous example were revised, the filename would change from 20001103KK_1.doc to 20001103KK 1 R1.doc.

The revised request should be placed in the request's original folder on the website. There is no need to send the revised request to the committee chairperson or database coordinator. Your request will be updated in the database when the discussion group leader forwards it for review at the next SAE meeting.

Also, do not remove previous requests until directed to do so by the discussion group leader; this maintains a history of the request available to all group members for reference.

8.11 GROUP LEADER USES SURVEY VOTES TO TRACK STATUS

When satisfied that the request is clearly understood and meets the letter and intent of the J1939 Recommended Practice, the group leader will issue a survey vote through the website to determine the level of agreement amongst committee members.

Depending on the outcome, the group leader may ask the requestor to update the request with any new information that came up during the discussions, or if there is too much dissention, the group leader may recommend further discussion.

- At the group leader's discretion, the final revision of the request will be forwarded to the database coordinator for discussion at the next committee meeting.
- At the committee meeting, the request may be approved or sent back to the discussion group for further discussion.

If at any point the requestor feels that his or her request is being needlessly deferred, or the group leader is holding the request for further discussion without valid reason, the requestor should immediately contact the J1939 committee chairperson or one of the other group leaders.

Also, if the requestor feels adequate discussion and agreement is present and the group leader has yet to do so, it is certainly acceptable for the requestor to ask the group leader to poll for approval via a survey question.

9.0 Request Area Access

These are the basic instructions to access the SAE Forum and navigate within the J1939 Truck and Bus Request Process area. While anyone can access the Public Forums, the TEAM Forums were established as *private* areas in which the SAE Standards Committees can conduct committee activities. If you have any questions, please contact an SAE staff representative to assist you.

9.1 REGISTERING AND LOGGING IN

Open your web browser and enter the web address https://shop.sae.org/servlets/login. You should see the SAE Forums Login page (Figure 3).

If you have not already registered with SAE, please do so. This is the only way to keep the TEAM areas private. This can be done by clicking on the "Need a User ID and Password to Login" button. Note that if you are an SAE member or have recently ordered items from the SAE web site, you may have already registered.

Once registered, the SAE Staff representative will need your ID along with a request to be added to the 'Truck and Bus J1939 Request Processing Group'.

Once you have registered and have had SAE add your ID to the J1939 Request Processing Team, the next time you log in you'll see a page that says 'Welcome: <your name>' (Figure 4). Beneath your name will be the TEAMS you are linked to, followed by a list of all of the present Public Forums. Click on 'Truck and Bus J1939 Request Processing Group' to access the discussion area (Figure 5). Then click on 'Truck and Bus J1939 Request Processing Group Discussions and Documents ', which will take you to the folders for the six discussion groups (Figure 6).

9.2 COMMON LOGIN PROBLEMS

Below are some of the more common problems encountered. Contact your SAE staff representative for further information.

- If you are using a temporary password, make sure it's entered in all caps.
- Your 'cookies' must be enabled. To check this, click *edit* on Netscape's tool bar, then click *preferences*, click *advanced*; then click on 'accept all cookies'. In Internet Explorer, click *tools* on the tool bar, then click Internet Options, then click the Security tab, and set the security slider to Medium or lower.
- Your company's firewall must allow access to the SAE website. Check with your Systems Administrator to request that a port be opened from your terminal to the SAE Forum site.
- Network Configuration You may not be set up to enter/work/post on another server. Talk to your Systems Administrator to have this opened up.

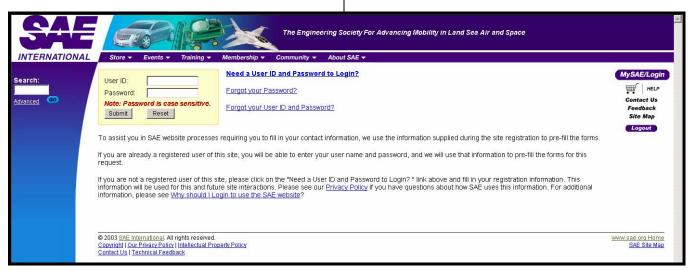


Figure 3 – SAE Forums Login



Figure 4 – SAE Discussion Forum Opening Page



Figure 5 – My SAE Forums Page

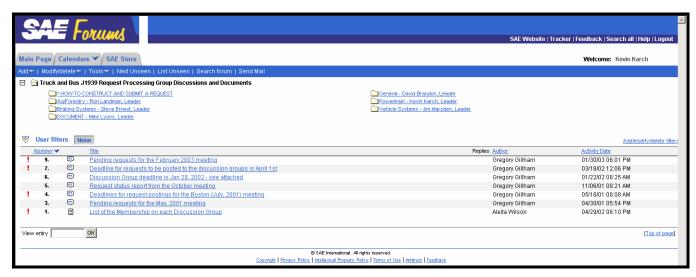


Figure 6 - Truck and Bus J1939 Request Processing Group Discussion and Documents Page

9.3 SETTING UP E-MAIL NOTIFICATION

The SAE Discussion Forum has a mechanism where you can request that e-mail notifications be sent periodically when new postings have been made to any or all of your Teams. This notification is helpful in managing postings and discussions. This must be done individually for each of your different Teams.

In the Truck and Bus J1939 Request Processing Group Discussion and Documents page (Figure 7), select 'Tools', then 'Set Notification'. Then check the boxes next to 'Enable Notification of New Entries' and 'Enable Email Notification (Digest Style)' as shown in Figure 8. After entering your options, the next screen (Figure 9) will show your notification configuration and the e-mail notification schedule set up for this discussion forum.

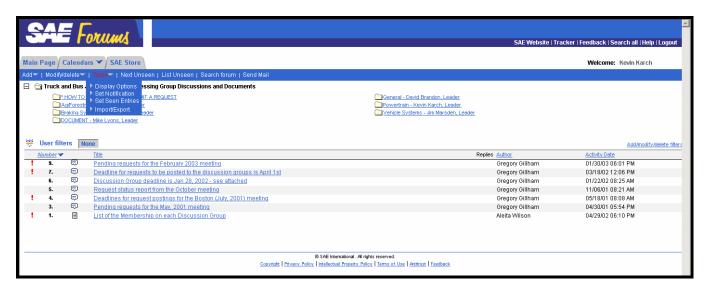


Figure 7 - Truck and Bus J1939 Request Processing Group Discussion and Documents Page

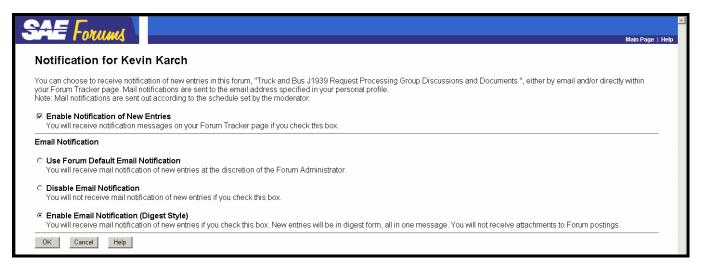


Figure 8 – Notification Options Form



Figure 9 - Notification Confirmation and Schedule

9.4 PUTTING A REQUEST ON THE SAE WEBSITE

After you have submitted the request form to the J1939 SAE representative, the J1939 committee chairperson, and the database coordinator, you will be contacted regarding which discussion group your request should be placed in.

9.4.1 Create a Request Folder

From the Truck and Bus J1939 Request Processing Group Discussions and Documents page (Figure 6), select and enter the appropriate discussion group folder from the 6 choices. The Powertrain folder is shown in Figure 10 below.

Under 'Add' on the toolbar menu, select 'Add Folder'. Now specify the folder name and description on the Add Folder page (Figure 11). The Folder Name will appear in the folder list where the folder was created (such as those in Figure 10), while the description will appear when the inside the folder (Figure 12).

The name should be a brief label describing the general topic for the contents of the Folder. If posting several related collections of requests, select a Folder Name that generalizes the relationship (e.g. Marine Applications, Machine Attachments). Avoid generic names, such as "Request Set 1", etc. The description should be a brief note on of the purpose of this folder and its intended contents. If in doubt, look at some of the other folders in your given discussion group page.



Figure 10 – Powertrain Folder

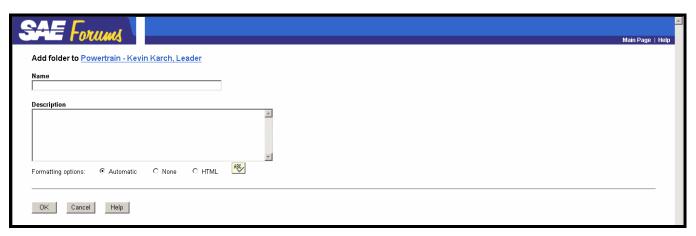


Figure 11 - 'Add Folder' Form



Figure 12 – View Within New Folder

9.4.2 Add A Discussion Topic Within A Folder

Inside your new folder, under 'Add' on the toolbar menu, select 'Add Discussion Topic'. On the Add Discussion Topic page (Figure 13), enter the Topic Title and Brief Description.

Check the "Add Attachments" option to add attachment files, such as Word Documents or Excel Spreadsheets, that contain your requests or proposals. A form for attachment identification will open after you complete this form page (Figure 14). Check the "Send me e-mail whenever any replies to this entry" option to get e-mail notifications whenever comments are posted regarding this discussion topic.

The Title will appear in the folder where the discussion topic was created (Figure 15). The Description will appear at the top of the page when inside the specific discussion topic area and below this description will be any attachments (Figure 16).

The Title should be a brief label regarding the specific topic of this Discussion Thread, and will be seen at the folder level. Possible ideas include using the title/description of the PGN or common thread between the items within the specific collection of requests. Again, avoid generic topic titles, such as "Request Set 1", etc.

The text should be an introduction to the purpose of this discussion topic and your posted contents, and will be shown at the top of the specific discussion topic when a user enters the specific Discussion Topic. If there is a general introduction that summarizes the posted contents, this is one place it may be added. You may want to indicate brief explanation of the intended contents.

When you are done, it is recommended that you send an initial e-mail to team members to let them know a new topic has been posted. It is recommended that you not include any attachments, unless they are different from the posted information.



Figure 13 - Add Discussion Topic Form

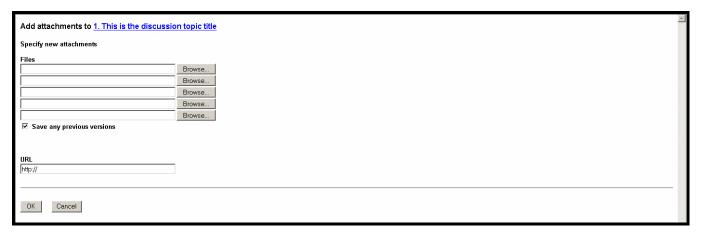


Figure 14 – Add Attachment Information Form



Figure 15 – Folder View of New Discussion Topic Entry



Figure 16 – View of Discussion Topic Entry

10.0 Communicating with Team Members

10.1 SENDING E-MAIL TO THE TEAM

Go to the appropriate discussion group folder, discussion topic, entry, etc. Select the 'Send Mail' option on the toolbar. The following screen should include the title and brief description information for the selected entry (Figure 20). Next, specify the recipients and subject. From the Team Members list, select the appropriate group for the current discussion area. In the Subject include an indication that this is a new Discussion Topic. It is recommended that you not include any attachments, unless they are different from the posted information.

10.2 REPLYING OR COMMENTING ON OTHER POSTINGS

Again, go to the appropriate discussion forum, folder, discussion topic, entry, etc. Select the 'Reply' option under the 'Click For Options' drop down box (Figure 21). If the reply is rather lengthy, summarize your response in the larger Title box and check the "Add Attachments" option to add an attachment file, such as Word Documents or Excel Spreadsheets, that contain your full comment and discussion. A form for attachment identification will be opened after completing this form page (Figure 16).

Now, send an e-mail to team announcing new posting. From the newly posted Discussion Topic entry (Figure 18), follow the Send E-mail instructions. From the Team Members list, select the appropriate group for the current discussion area. In the Subject include an indication that this is a new Discussion Topic. It is recommended that you not include any attachments, unless they are different from the posted information.

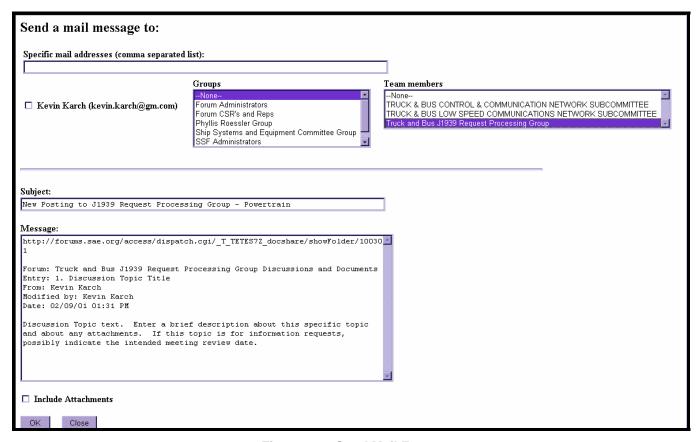


Figure 17 – Send Mail Form

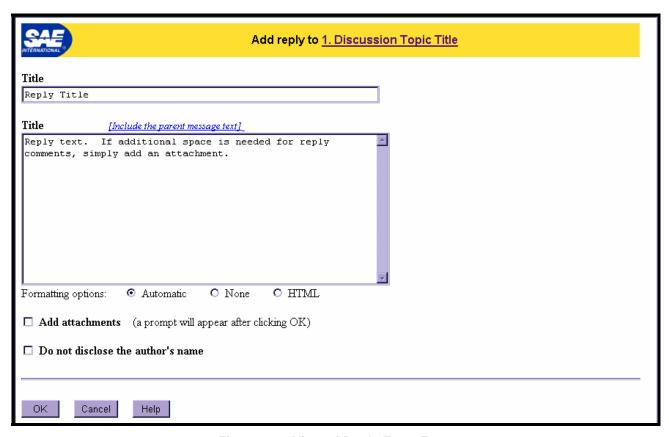


Figure 18 – View of Reply Entry Form

11.0 Managing Discussion Topics

11.1 SIGNIFICANT REQUEST CHANGES

If the discussion within a topic forces a significant number of changes to your proposal or requests, one suggestion for managing the discussions is to create another Discussion Topic under the same folder and add something to the Title that implies it is a revised approach on the same topic. For example, if the original discussion topic is "Service Brake parameters", then the discussion topic for the revised proposal might be "Service Brake parameters - 2nd Proposal".

Additionally, if a new Discussion Topic is created for revisions coming from an existing Discussion Topic, then I would also recommend that you modify the description of the existing Discussion Topic, directing users to the new Discussion Topic area.

11.2 MODIFYING DISCUSSION TOPICS

As the creator of a Folder and/or Discussion Topic, you have the ability to modify the title, text, and other elements pertaining to that item. Select the appropriate Modify option from the Click for Options drop-down list.

11.3 ADDING ATTACHMENTS TO A DISCUSSION TOPIC

As the creator of a Folder and/or Discussion Topic, you have the ability to add new attachments to a discussion topic. Select the Add Attachments option from the Click for Options drop-down list.

12.0 Change History

Revision 1.2 - First publishing on SAE website.

Revision 1.3 – Cleaned up definition of Datalink Discussion Group.

- **Revision 1.4** Added notes pertaining to requests that are not supported by their owners. Removed section listing working group members that developed this document.
- **Revision 2.0** Added detail around group leader tasks. Revised steps in process. Change filename extension of requests approved by discussion group from '_WGA' to '_DGA'. Using terminology 'working group approved' was not consistent with 'discussion groups'.
- Revision 3.0 Major revision; cleaned up and shortened text, revised formatting. Reworded where necessary to adapt to new Word document request form. Updated website screen shots. Revised request area access instructions which changed when SAE restructured their website.
- **Revision 4.0-** Revised guidelines to update the contacts and discussion group leader identifications and email addresses.
- **Revision 5.0-** Revised guidelines to update the contacts and discussion group leader identifications and email addresses. Updated section 9.0 related to the first time registering process.