DocStar
Document Management

Arkansas’s answer to water use reporting
### Monumental Task

**Task**

Water use database housed and stored by a contracted 3rd party entity which needed to moved on-site.

**Issues**

- Contract costs
- Database host undependable
- Data delivery could take 4 days to several months
- Data collection focused on ground water. However, state law requires data collection on any individual withdrawing 1 acre-foot/year from ground water or surface water
- Data reported is not standardized. Volumes included gallons per day, million gallons per day, and acre-feet per day.
• This is a comprehensive software that is useful to the entire agency
• Home page is perfect for disseminating company information. (Screenshot shows our technical contact information and weather)
• Access can be internal or external.
• Access to PHI can be protected by assigned credentials. Outside entities will be limited to screen they link to.
• Used in conjunction with ArcGIS allows the user to drilled down into documents related to a spatial location.
• Documents are stored in a digital format which reduces the physical footprint within the agency and allows employee access when in the field.
• Workflow allows for streamlining of work.
• Signatures and stamps can be used to show when documents are approved or denied.
The non-riparian group is currently using the following form. Outside entities are provided a link to the form which they can fill out then submit.

Since Arkansas state agencies are transitioning at present, no links reside on a website currently.
Links

- Links can be provided for each form built in DocStar.
- Links can be directly emailed from within DocStar for use by outside entities.
- Links can be saved by in house users so that they do not have to sign in to DocStar to enter information.
QA/QC

Begin by searching the document for review.

Review of Workflow
Workflow

- Allows for streamlining of processes needed to step through each form.
- Used to check that all supporting documents, as well as fees, are supplied.
- Actions and counter actions can be preplanned for each step of the approval process.
- Allows administration to view any extended wait times. (example an approver is on vacation)
Supporting Documents uploaded through the form.
Questions