

# DocStar Document Management

Arkansas's answer  
to water use  
reporting

# Monumental Task

## Task

Water use database housed and stored by a contracted 3<sup>rd</sup> party entity which needed to be 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.



- Inboxes
  - Default
- Folders
- Alerts
- Workflows
- Approvals
- Recent Docum

# WHY USE DocStar®

empower

- 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.

## Welcome to DocStar

For support contact

**MEDI**  
DOCUMENT MANAGEMENT SOLUTIONS

1-800-731-6334

or

[dianam@medimicro.com](mailto:dianam@medimicro.com)

LITTLE ROCK  
WEATHER



88°F

Humid and Partly Cloudy

Tue



91°F  
73°F

Wed



91°F  
73°F

Thu



93°F  
73°F

Fri



91°F  
75°F

Sat



91°F  
72°F

# FORMS

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.

**DocStar®** Home Retrieve Capture Workflow Reports Forms Admin

Line Items 1 of 2

**Content Fields**

Volume to be Stored:

State Permits Required:

NRWU Project Start Date:

NRWU Pump Type:

Pump HP:

NRWU Pump:

NRWU Other Permits Required:

NRWU Off-Stream Storage Type:

NRWU Off-Stream Storage Location:

NRWU Off-Stream Storage:

NRWU Number of Diversions Anticipated Annually:

NRWU Maximum Volume Water:

NRWU Maximum Rate of Diversion:

NRWU Longitude:

NRWU Local Permits Required:

NRWU Latitude:

NRWU Intended Use Area:

Submit

**NON-RIPARIAN WATER USE PERMIT APPLICATION**

**ARKANSAS NATURAL RESOURCE COMMISSION**

**A DIVISION OF ARKANSAS DEPARTMENT OF AGRICULTURE**

**RIPARIAN OR NON-RIPARIAN USER DETERMINATION**

SELECT FROM THE CHOICES BELOW

- I am the landowner. The water source is on my property. I plan to use the water on my property.
- I am representing the landowner. The water source is on landowner property. The water will be used on the property.
- I am representing the landowner. The water source is on the landowner property. The water will be transferred to other location.

**Application Fees:**

- \$ 500.00 - New Application
- \$ 500.00 - Permit in Good Standing. Reuest for location adjustment
- \$ 500.00 - Application Renewal
- No fee required - Land Owner Change

**Indicate the type of water use**

- Municipal Use
- Industrial Use
- Commercial Use
- Irrigation
- Gas Well Extraction
- Hydrostatic Testing of Pipeline
- Other

Select Company Name from the drop-down manu:

**Applicant Name**

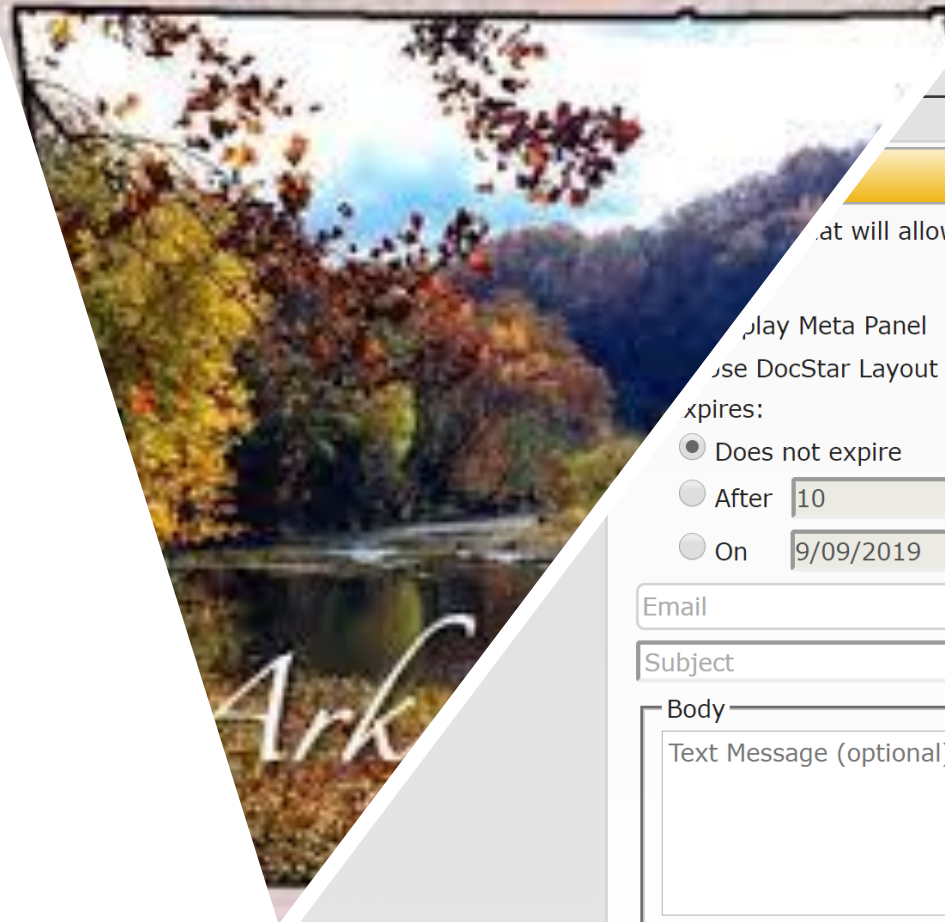
**Applicant Address** **Suite or Apt Number**

**City** **State** **Zip**

**NRWU Primary Phone Number** **NRWU Mobile Phone** **NRWU Fax Number**

# 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.



...at will allow users to fill out this form.

...play Meta Panel  
...use DocStar Layout

Expires:

Does not expire

After  Forms

On

Email

Subject

Body

Text Message (optional)

Link

Send Cancel

# QA/QC

DocStar® Home Retrieve Capture Workflow Forms Admin Search

Line Items Content Fields Form Fields

Form Part 1

TEXT BOX: RIPARIAN OR NON-RIPARIAN USER DETERMINATION

Riparian/Non-Riparian User: A Non-Riparian Water Use determination is needed. Proceed with the ...

NRWU Fee: First Choice

NRWU Type of Use Application: S

NRWU Company List: Chesapeake Energy

Applicant E-mail: ksmith@email.com

County: Van Buren

NRWU Company Diversion Name: Ibert Fancher Pond

NRWU Water Source: Little Creek

Form Part 2

NRWU Directions: Highway 16 East Clinton, AR.

NRWU Pump Type: First Choice

NRWU Pump Manufacturer: Fox

Actions Item 1 of 3 Part - 1 Hide Approvals

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Application Fees:

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\$ 500.00 - Permit in Good Standing. Request for location adjustment

\$ 500.00 - Application Renewal

No fee required - Land Owner Change

Indicate the type of water use

Municipal Use

Industrial Use

Commercial Use

Irrigation

Gas Well Extraction

Hydrostatic Testing of Pipeline

Other

Select Company Name from the drop-down menu: Chesapeake Energy

Document for Review

Review of Workflow

Work Items

Actions Limit: 25 Queue: amy.chatwood@arkansas.gov Workflow: All

Icon	Edit	Type	Title	Workflow Name	Workflow Step	Workflow Owner	Workflow Assignee	Priority	Due Date	Approvals
			Red River 1997 Annual	Annual Reports WF	Index	amy.chatwood@arkans	amy.chatwood@arkans	Low		
			Non-Riparian Water Us	(hidden)	Send Denial Letter	amy.chatwood@arkans	amy.chatwood@arkans	Low	8/08/2019 12	shawn.jackson@a
			Letter Head Template	Annual Reports WF	Index	amy.chatwood@arkans	amy.chatwood@arkans	Low		

Page 1 of 1 Viewing 1 - 3 of 3

Comments: [Show All](#)

Save

Little Creek

Please include direction with township and range

Provide in WGS 84

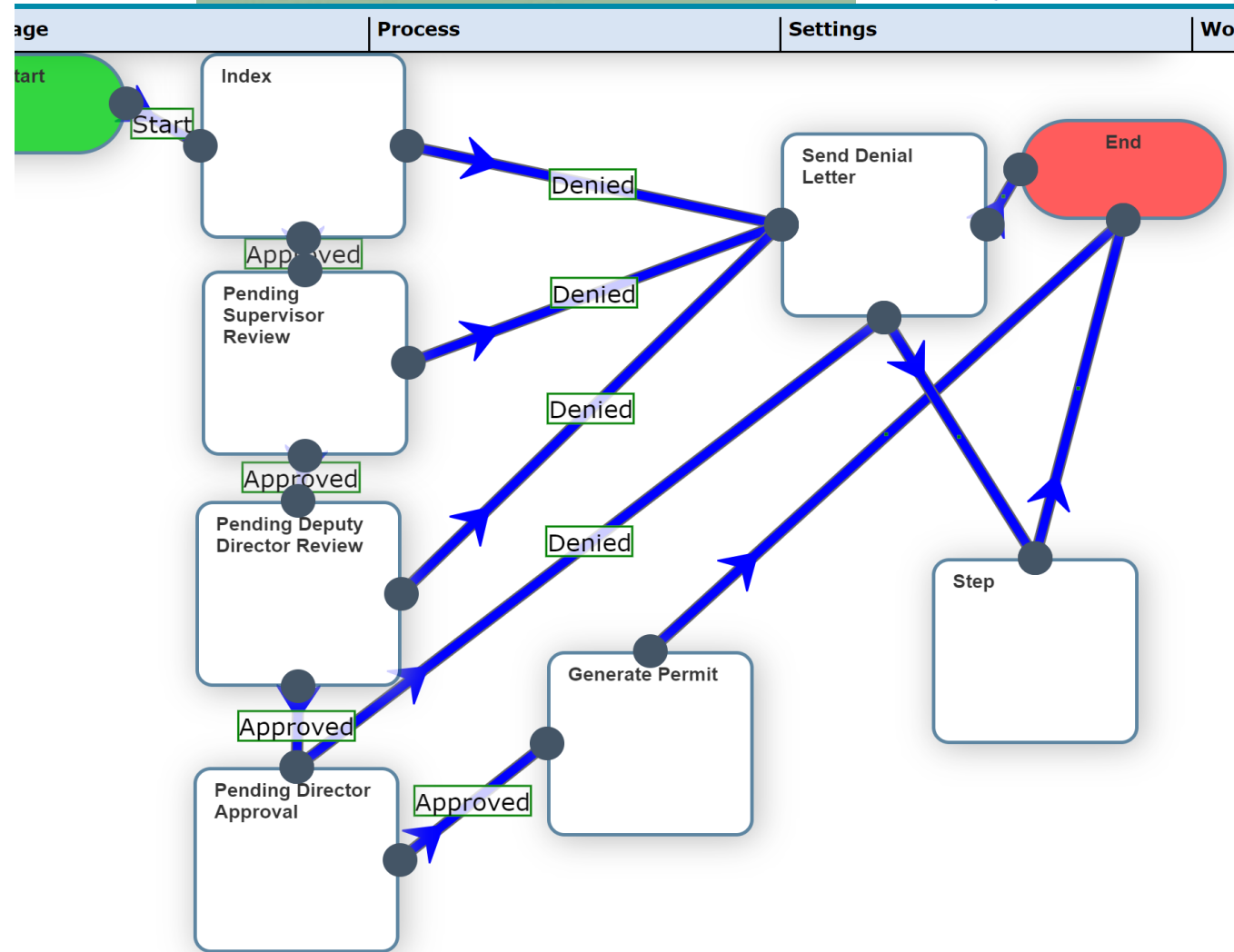
PLSS Section	PLSS Township	PLSS Range	Longitude (dd.ddd)	Latitude (dd.ddd)
7	11N	13W	-92.419594	35.606956

Next



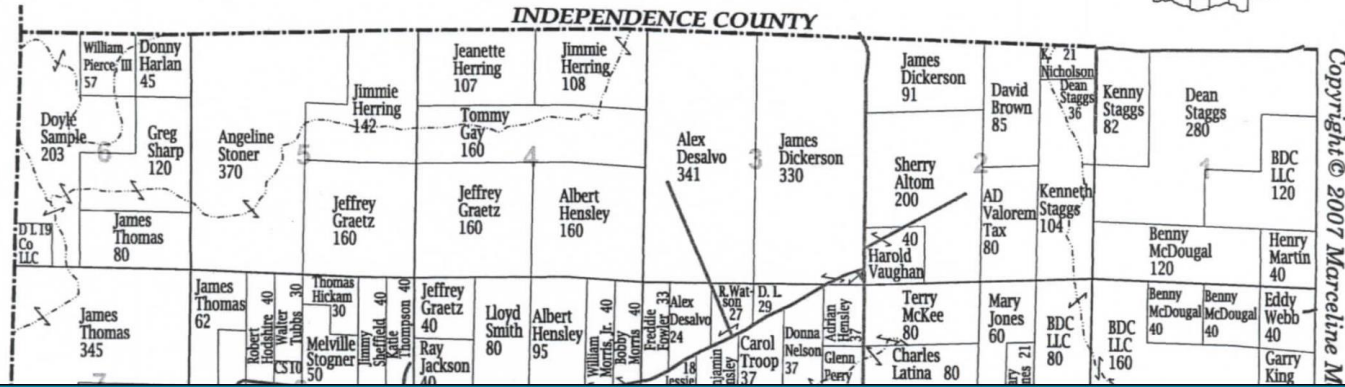
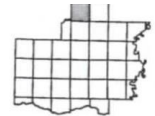
# Workflow

- 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.

# TOWNSHIP 10N • RANGE 7W



Search

Actions  Part - 2

Provide directions to location from nearest ma

Location map: (pdf)

No file selected.







# Questions

