TEXAS WATER DEVELOPMENT BOARD

TWDB-0120
07/25

System for Tracking, Recording, and Monitoring (STRM) External User Guidance

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HOW TO ACCESS STRM

The new System for Tracking, Recording, & Monitoring (STRM) application must be used to submit requests to be reviewed by designated Texas Water Development Board (TWDB) project reviewers. This new application process will track all incoming requests, review and prioritize received requests, and forecast planning for future project activities.

Designated STRM users who are assisting in overseeing active Texas Water Development Board (TWDB) projects will be sent an Okta user invitation via email from noreply@okta.com. Follow this email's instructions to create an Okta account and verify your new STRM account with unique login credentials. For additional information regarding registering for and logging in to an Okta account, visit the TWDB's Okta How-To page.

Note that the Okta user invitation link expires after seven days. Users must respond using the Okta invitation link provided within seven days. If no action is taken and the invitation link expires, email STRM Help to initiate creation of a new invitation link.

In the "My Apps" page of your Okta account view, you can click to access public TWDB apps, including STRM.

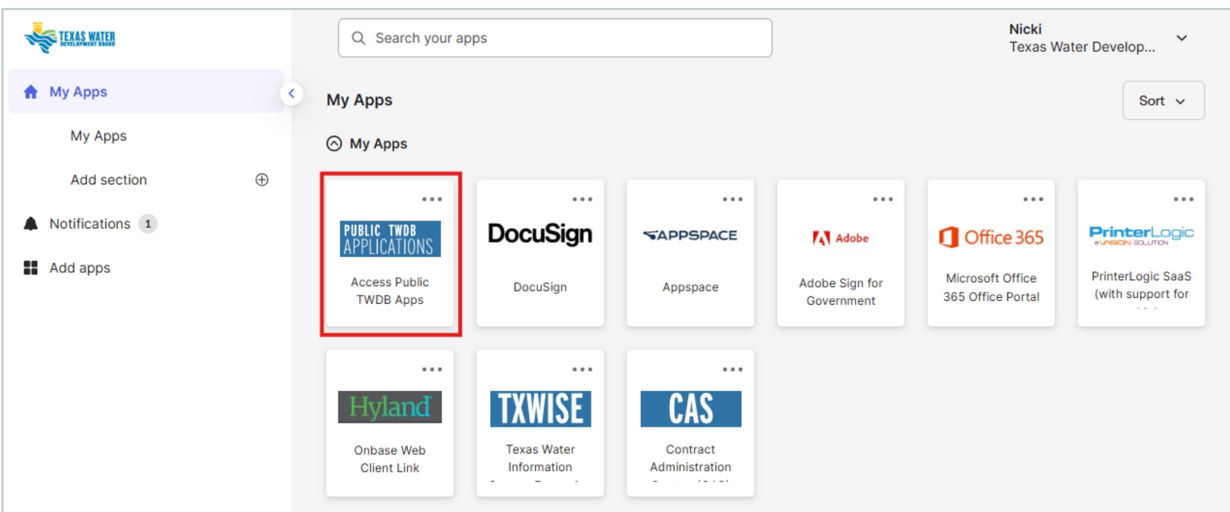


Figure 1: Okta account view

STRM is available for access in the selection of public TWDB apps.

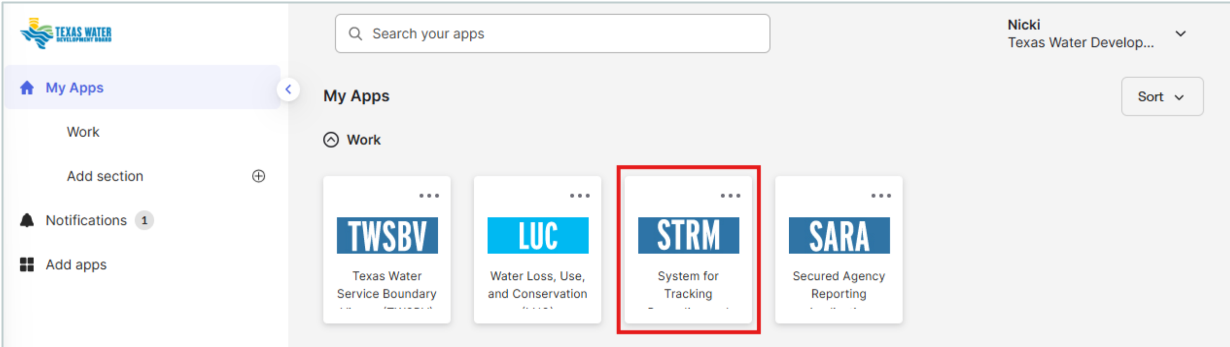


Figure 2: Public TWDB apps

The STRM interface is shown below. As a user, click "Sign In" and confirm your user credentials to access your new STRM account.

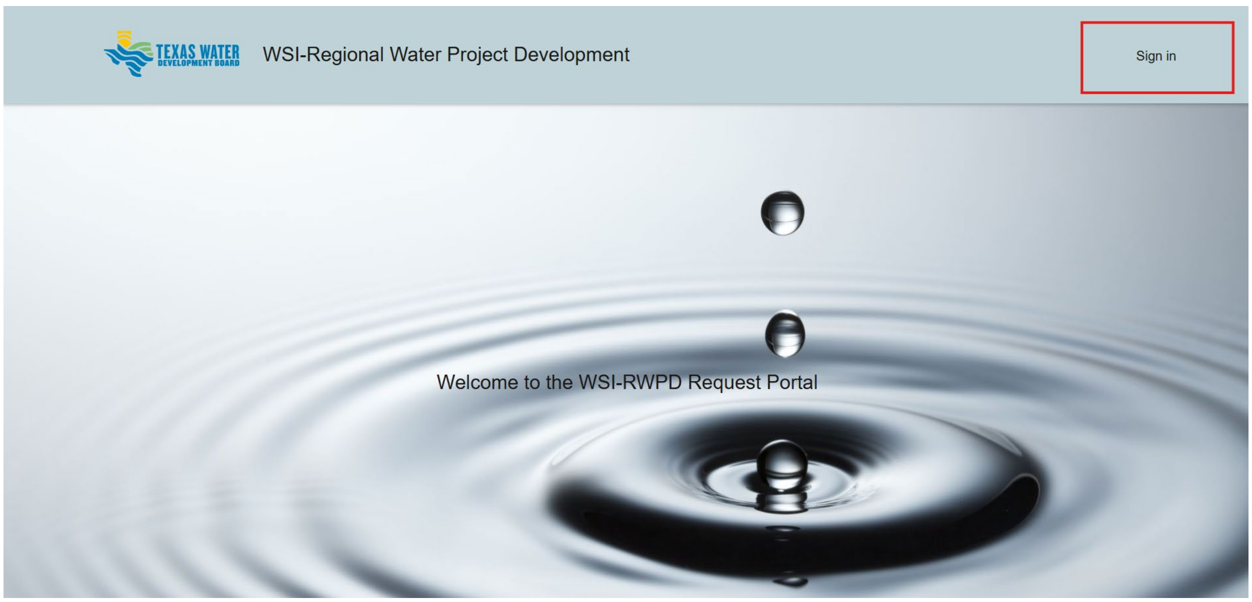


Figure 3: Login interface

Once you are logged in, your dashboard view will be updated to show links for submitting a new request, viewing your existing requests, and accessing your user account details. Feel free to update your user profile information with additional contact details.

Users are recommended to bookmark the STRM application in their preferred browser for easy future access.

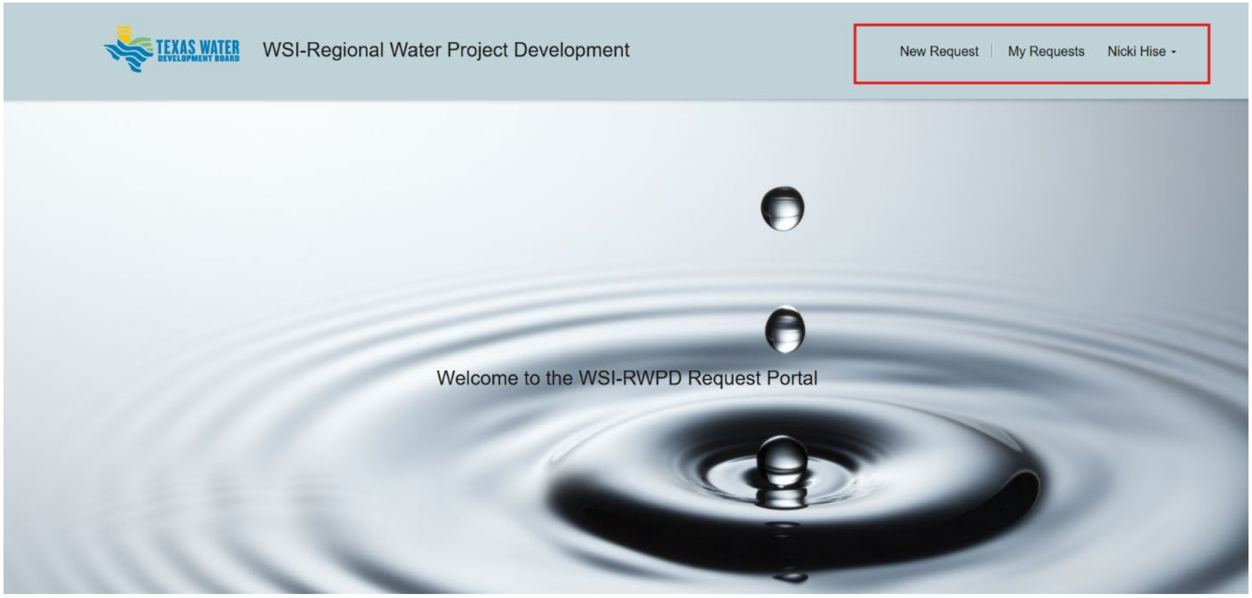


Figure 4: User account interface

HOW TO SUBMIT A NEW REQUEST

Submit a new review request relating to a component or phase of a TWDB project. Agency staff will be automatically notified of your submittal to initiate their review process.

1. Click "New Request" in your dashboard view. You will be taken to the WSI-RWPD Intake Form view.
2. Enter your request details in the WSI-RWPD Intake Form view.
    a. Use the dropdown menu to select the relevant authority or project owner for the request.
    b. Your name and email address will be automatically entered in the form based on your STRM account details.
    c. Ensure an up-to-date phone number is entered in case TWDB staff need to reach out with questions.
    d. Click on the search icon to select the correct project from the popup list that is associated with the authority indicated in step 2a.
    e. Select the specific type of approval you are requesting through this submittal. Note that additional fields may appear depending on your selection to gather necessary information, such as project component(s), contract ID, or change order number.
    f. Select and upload any files pertinent to your request. Note that specific documents/forms related to the available approval types can be found in the TWDB's Guidance and Forms Library online. You may need to complete documentation from this library to upload with your request as supporting information.

i. Note that at the time of this guidance, file upload size is limited to 10GB per file with a total allowance of 100GB per request submittal. A total of 15 files may be submitted per request.
ii. Supported file types are: images (.jpg, jpeg), geospatial (.shp, .kmz); text (.txt); Microsoft Office (.doc, .docb, .docx, .dot, .dotx, .pot, .potx, .pps, .ppsx, .ppt, .pptx, .sldx, .wbk, .xls, .xlsb, .xlsx, .xlt, .xltx); and PDF (.pdf).

g. Enter the CAPTCHA security code shown on the screen to verify use of the form.

3. Once all form details are entered click "Submit." The STRM system will capture your submittal details as a new review request and notify TWDB staff. If any required field is blank, an error message will be displayed instructing the user to provide required information to submit the form.

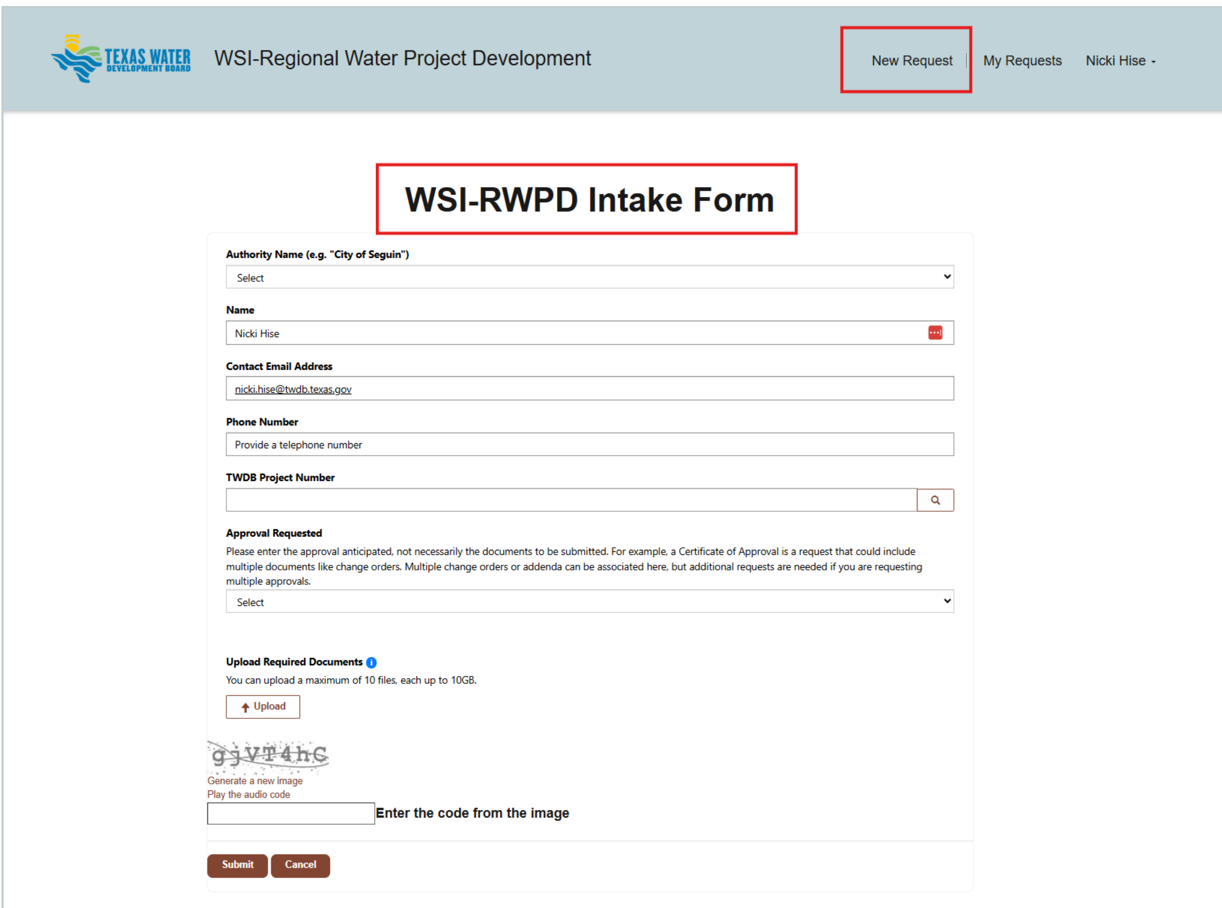


Figure 5: WSI-RWPD Intake Form

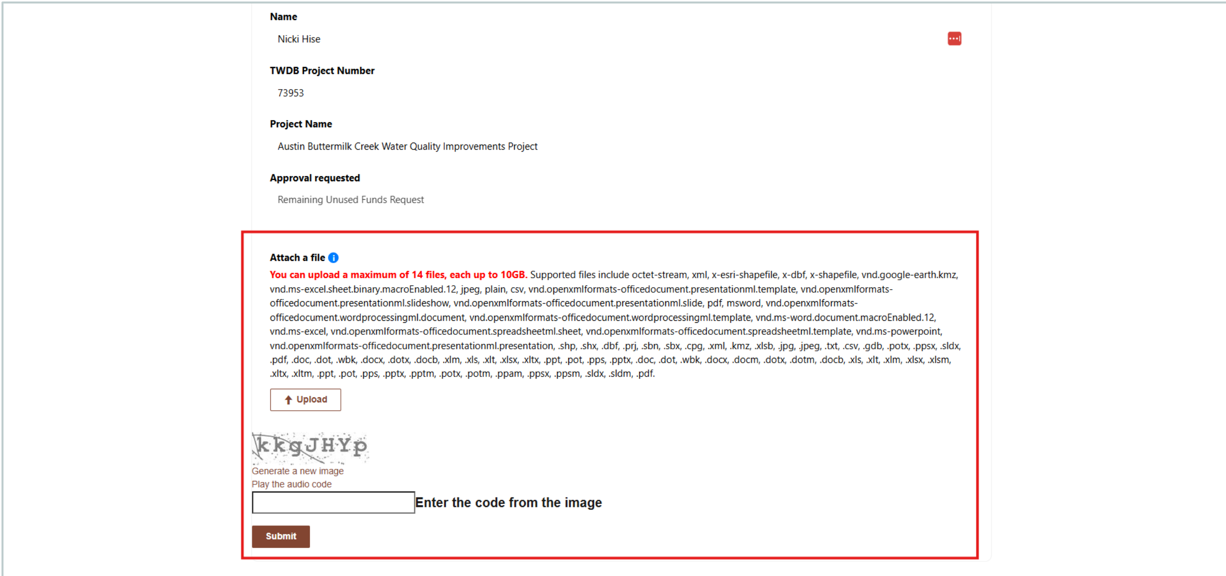
HOW TO VIEW AND UPDATE REQUESTS

After submittal, you can view the request and, if necessary, add additional or revised supporting documentation. For proper organization and tracking of review tasks, please do not create a new request if your intention is to submit revised information related to a previous submittal.

1. Click “My Requests” in your dashboard view. You will be taken to a list view of your previously submitted requests. This view displays the date of your request and essential project or request information.
2. If you wish to submit additional/revised documentation for your request, click on the arrow to the right of the request listing and select “Add Additional Attachment.”

Figure 6: My Requests interface

3. In the next screen, your previous WSI-RWPD Intake Form details will be displayed.
    a. Select and upload any new/revised files pertinent to your request.
    b. Enter the CAPTCHA security code shown on the screen to verify use of the form.
    c. Click “Submit.” The STRM system will capture your submittal details and notify TWDB staff, and you will return to the “My Requests” list view.



Name

Nicki Hise

TWDB Project Number

73953

Project Name

Austin Buttermilk Creek Water Quality Improvements Project

Approval requested

Remaining Unused Funds Request

Attach a file

You can upload a maximum of 14 files, each up to 10GB. Supported files include octet-stream, xml, x-esri-shapefile, x-dbf, x-shapefile, vnd.google-earth.kmz, vnd.ms-excel.sheet.binary.macroEnabled.12, jpeg, plain, csv, vnd.openxmlformats-officedocument.presentationml.template, vnd.openxmlformats-officedocument.presentationml.slideshow, vnd.openxmlformats-officedocument.presentationml.slide, pdf, msword, vnd.openxmlformats-officedocument.wordprocessingml.document, vnd.openxmlformats-officedocument.wordprocessingml.template, vnd.ms-word.document.macroEnabled.12, vnd.ms-excel, vnd.openxmlformats-officedocument.spreadsheetml.sheet, vnd.openxmlformats-officedocument.spreadsheetml.template, vnd.ms-powerpoint, vnd.openxmlformats-officedocument.presentationml.presentation, .shp, .shx, .dbf, .prj, .sbn, .sbx, .cpg, .xml, .kmz, .xlsb, .jpg, .jpeg, .txt, .csv, .gdb, .potx, .ppsx, .sldx, .pdf, .doc, .dot, .wbk, .docx, .dotx, .docb, .xlm, .xls, .xlt, .xlsx, .xltx, .ppt, .pot, .pps, .pptx, .doc, .dot, .wbk, .docx, .docm, .dotx, .dotm, .docb, .xls, .xlt, .xlm, .xlsx, .xlsm, .xltx, .xltm, .ppt, .pot, .pps, .pptx, .pptm, .potx, .potm, .ppam, .ppsx, .ppsm, .sldx, .sldm, .pdf.

Upload

kkgJHYp

Generate a new image

Play the audio code

Enter the code from the image

Submit

Figure 7: Add Additional Attachment form

HOW TO VIEW SUBMITTED DOCUMENTS

You can review the original and revised documents you've submitted with your requests in the "My Requests" view.

1. Click "My Requests" in your dashboard view.
2. Click on the arrow to the right of the request listing and select "View details."

Figure 8: My Requests interface

3. In the next screen, your previous WSI-RWPD Intake Form details will be displayed. A list of documents/attachments associated with the request is shown. Click to view the submitted documents.

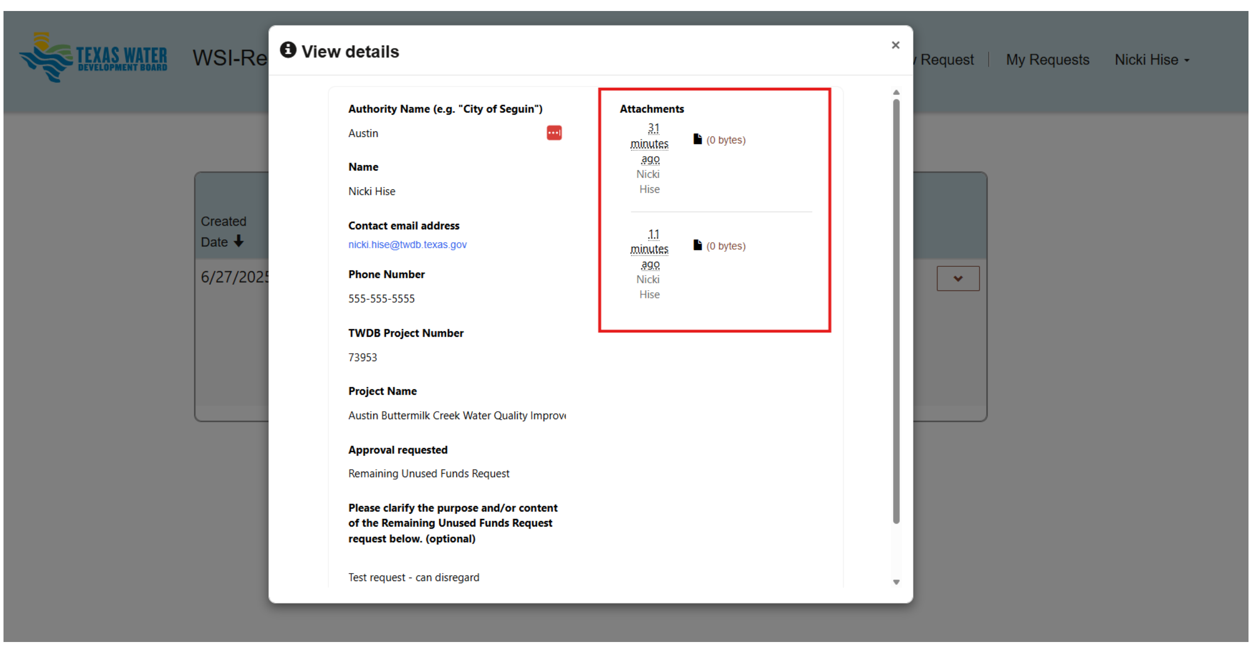


Figure 9: Individual request view

HOW TO GET HELP

If you need user assistance navigating the STRM interface, submitting requests, or viewing your requests, please email STRM Help.

As previously noted, first-time STRM users must create an Okta account. For additional information regarding registering for and logging in to an Okta account, visit the TWDB's Okta How-To page.