

# How Do I Do My Job Using STAARS?

There are user aids available to help you do your job. The STAARS project team is continually adding to these as we receive feedback from STAARS users.

Click a button below to learn more.

[STAARS Knowledge Base](#)

[Job Aids](#)

[Core Business Process Matrix  
\(CAS/AFNS/SNAP to STAARS Crosswalk\)](#)

[Troubleshooting Reports](#)

# STAARS Knowledge Base

[Back to Home Page](#)

The STAARS Knowledge Base is a searchable, continually-updated database of STAARS-related information.

➤ [Click here](#) to log in to the STAARS Knowledge Base.

If you do not have a user ID and password, or don't know it, send an email to [staars.support@finance.alabama.gov](mailto:staars.support@finance.alabama.gov).

➤ [Click here](#) for instructions on using the STAARS Knowledge Base.

# Job Aids

[Back to Home Page](#)

Job Aids are short documents that explain how to complete a task in STAARS. The Job Aids are stored on the Training Materials page of the STAARS website.

When you go to the Training Materials page, you'll notice it is divided into functional categories (for example, Accounts Payable). Click the  to the left to open a category. Then, search for the "Job Aids" heading to find the job aids available. You can also find job aids using the Search feature in the STAARS Knowledge Base.

➤ [Click here](#) to go to the Training Materials page.

# Core Business Process Matrix (CAS/AFNS/SNAP to STAARS Crosswalk)

[Back to Home Page](#)

The Core Business Process Matrix is a tool to help you learn and remember the new way to perform a task in STAARS. The matrix is divided into business categories. Under each category, the most common business processes are listed.

Refer to this matrix when you're not sure how to complete a particular task in STAARS. The matrix shows the way you used to do it and how you will now do it in STAARS.

➤ [Click here](#) to go to the Core Business Process Matrix.

# Troubleshooting Reports

[Back to Home Page](#)

The Troubleshooting Reports allow you to query the STAARS database to find documents that need additional attention before they can be finalized.

➤ [Click here](#) for more details about how to use the reports.