Checklist for Checking Status of Structure in DRS System

This resource is designed to provide a basic checklist for checking the status of your PPS and OPTRS structures. If more detailed instructions are needed please use the How Do I guide: [Search for a Structure in DRS System](https://accounting.ucdavis.edu/tp), and select [Monitor/Approve Status of Dept Roles Structure](https://accounting.ucdavis.edu/tp) from drop-down menu.

1. Current user of DaFIS Web Applications? (Users with “Normal” access will be able to view only)
   b. No—Use [Web Role Maintenance Document](https://accounting.ucdavis.edu/tp) to get access
      i. Access [Web Documents](https://accounting.ucdavis.edu/tp)
      ii. Add “Normal” access
      iii. Approval usually updated overnight

2. A. Review current structure using [Display Dept Roles Structure](https://accounting.ucdavis.edu/tp) on menu; status at bottom of screen, Status History

   OR

2. B. Review structure status using [Monitor/Approve Status of Dept Roles Structure](https://accounting.ucdavis.edu/tp) on menu
   a. Top Section: Waiting for officer approval
   b. Bottom Section: Waiting for administrative approval/processing

Notes:

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