

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](#), and select **Monitor/Approve Status of Dept Roles Structure** from drop-down menu.

1. Current user of DaFIS Web Applications? (Users with "Normal" access will be able to view only)
 - a. Yes—Login at <https://accounting.ucdavis.edu/tp>
 - b. No—Use **Web Role Maintenance Document** to get access
 - i. Access **Web Documents** at <https://accounting.ucdavis.edu/tp>
 - ii. Add "Normal" access
 - iii. Approval usually updated overnight
2. A. Review current structure using **Display Dept Roles Structure** on menu; status at bottom of screen, Status History

OR

2. B. Review structure status using **Monitor/Approve Status of Dept Roles Structure** on menu
 - a. Top Section: Waiting for officer approval
 - b. Bottom Section: Waiting for administrative approval/processing

Notes:
