

Checklist for Updating Structure in DRS System

This resource is designed to provide a basic checklist for updating PPS and OPTRS structures. If more detailed instructions are needed please use the How Do I guide: [Update a Structure in DRS System](#).

1. Are you a current user of FIS 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. To edit structures request **R1** for PPS and/or **R2** for OPTRS
 - iii. Approval usually updated overnight
2. Review current structure using **Display Dept Roles Structure** on menu
3. Use **Create New Version** link to make changes
4. Confirm new users on structure have applicable access in PPS/OPTRS
 - a. Yes—add to structure in role
 - b. No—submit updated application, add to structure
5. Save status as **Ready for Officer Approval**
6. Send email to PPS Officer to notify of new structure, request approval
7. Wait for confirmation email from PPS Administrator (sent only to those on updated structure)

Notes:
