CACTAS (Centralized Agreement Contact Tracking and Approval System)

CACTAS is available for Department Users via single sign-on at MyAccess. This tool provides Department Users with the ability to check status of award activities, identify the analyst assigned to the action, view compliances needs, view documents uploaded to the CACTAS folder, etc.

There are three search options available for Department Users to look up award activities:

1. **How to Search in CACTAS Webinar**
   
   *Webinar demonstrating how to search in CACTAS.*

2. **How to Set Up Views in CACTAS Webinar**
   
   *Webinar demonstrating how to set up views in CACTAS.*

3. **How to Run Reports in CACTAS Webinar**
   
   *Webinar demonstrating how to run department reports in CACTAS.*

Other useful job aids for Department Users are listed below.

1. **How to Submit a Service Now Ticket**
   
   *Job aid demonstrating how to request CACTAS access with a Service Now ticket.*

2. **How to Find Information in CACTAS**
   
   *Job aid demonstrating how to find what you are looking for by using the CACTAS Search Tool, Views and Reports.*

3.
Basic CACTAS Dashboard Reports

Job aid demonstrating how to set up dashboard reports to monitor metrics in graphics of your choosing.

Source URL: http://osr.ucsf.edu/content/cactas