



LEARNING MANAGEMENT SYSTEM (LMS) **RUNNING THE HHS ALL APPROVERS BY ORG REPORT**

This QRG provides instructions for generating the HHS All Approvers by Org Report. This report creates a list of all Learners and their Approvers – the Learner’s Managers, Alternate Managers, and Additional Approver for Orders for a specified Organization and sub-Organizations. This report is important for verifying the approval chains for organizations.

NOTE: Printing directly from reports generated in the LMS requires that you have the Crystal Print Control installed in your browser; it is an ActiveX plug-in from Business Objects. If you do not have the Crystal Print Control installed, you will not be able to print directly from the report in your browser. You would need to export to another format (e.g., pdf), which can then be printed from that format’s default application. Please contact the NIH IT Service Desk at <http://itservicesdesk.nih.gov> to have the Crystal Print ActiveX control installed.

1. Log into the LMS.
2. Click the **Admin** icon.



Figure 1 – Admin icon

3. Click the **Reports** link in the left navigation menu.

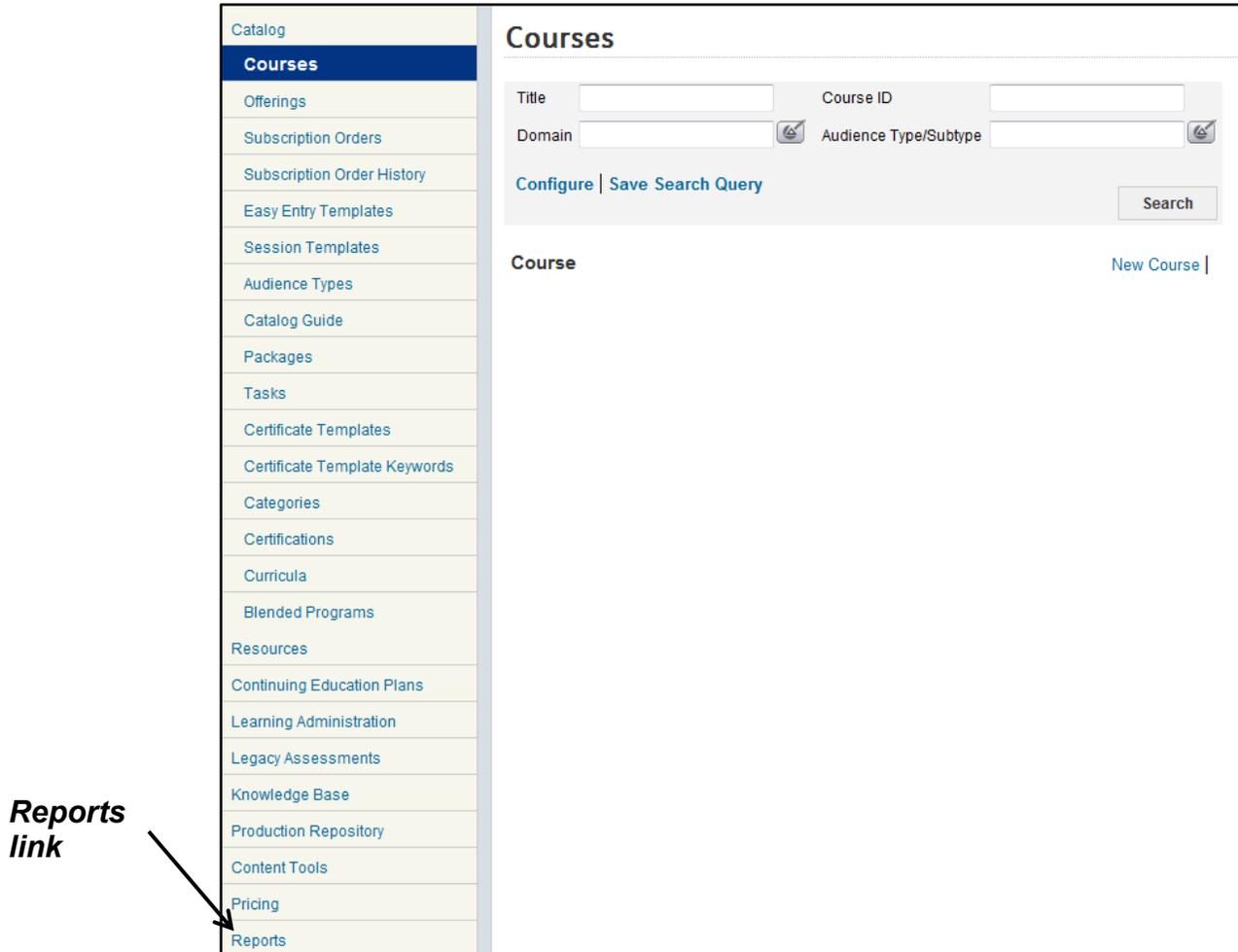


Figure 2 – Reports link

4. Enter "HHS All" in the **Name** field and click **Search**.

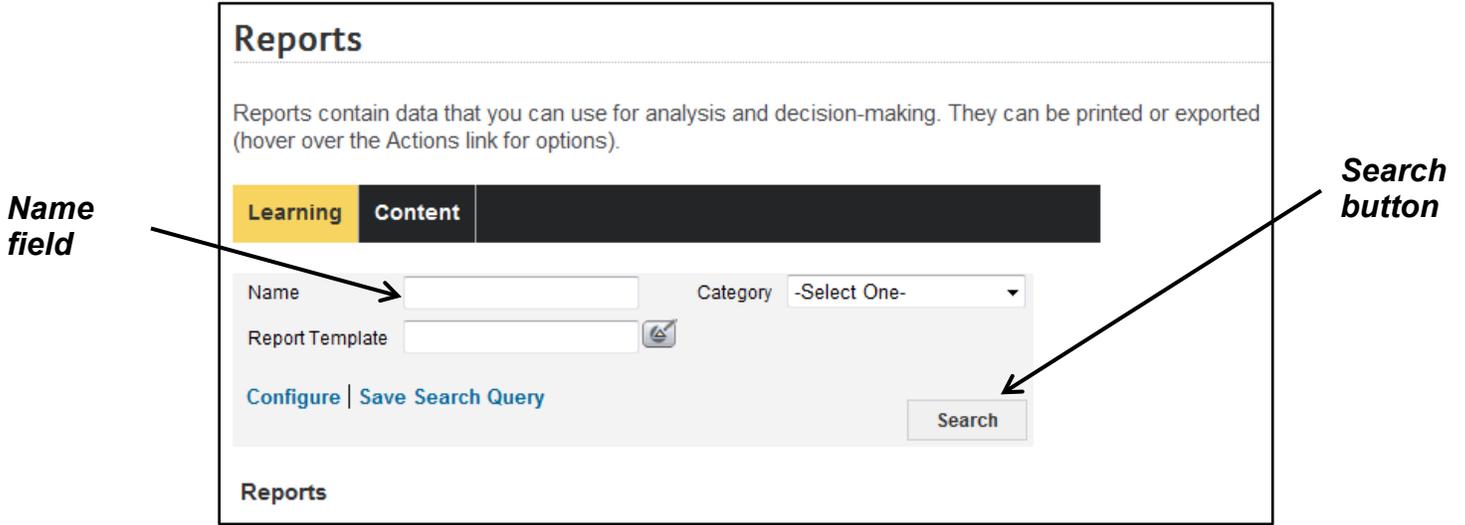


Figure 3 – Name field and Search button

5. Click the **Actions** link for the HHS All Approvers by Org Report.

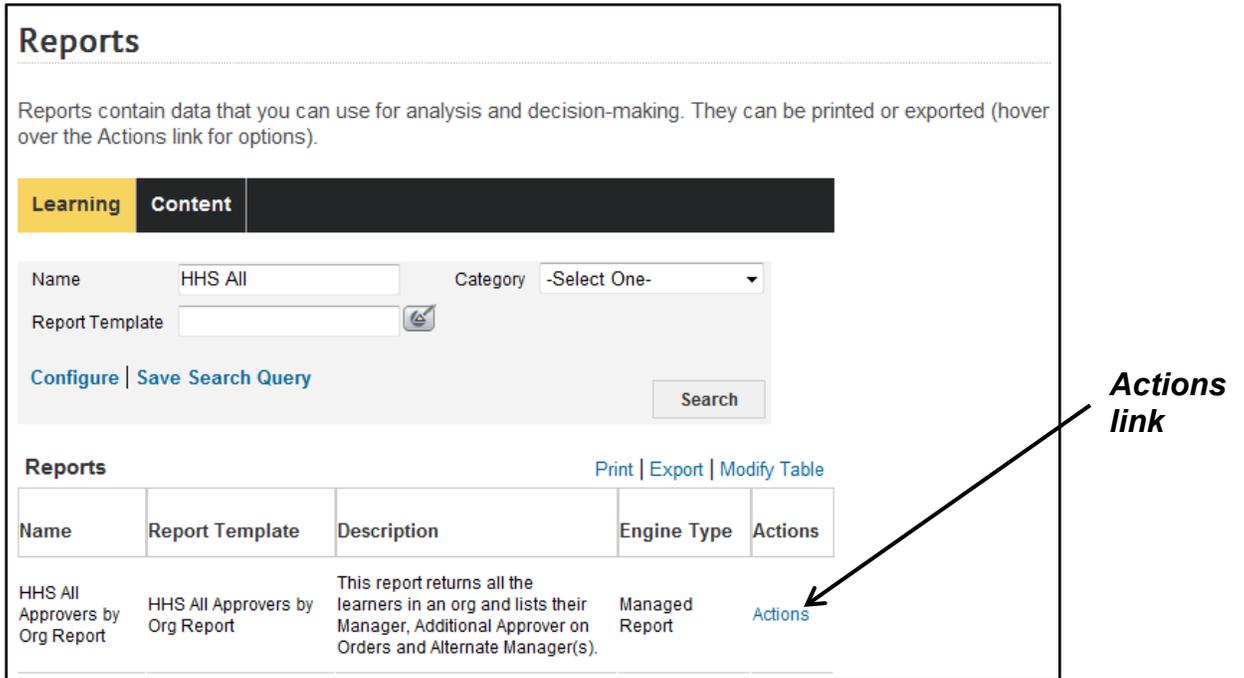


Figure 4 – Actions link

6. Click the **Execute** link on the Actions activity menu.

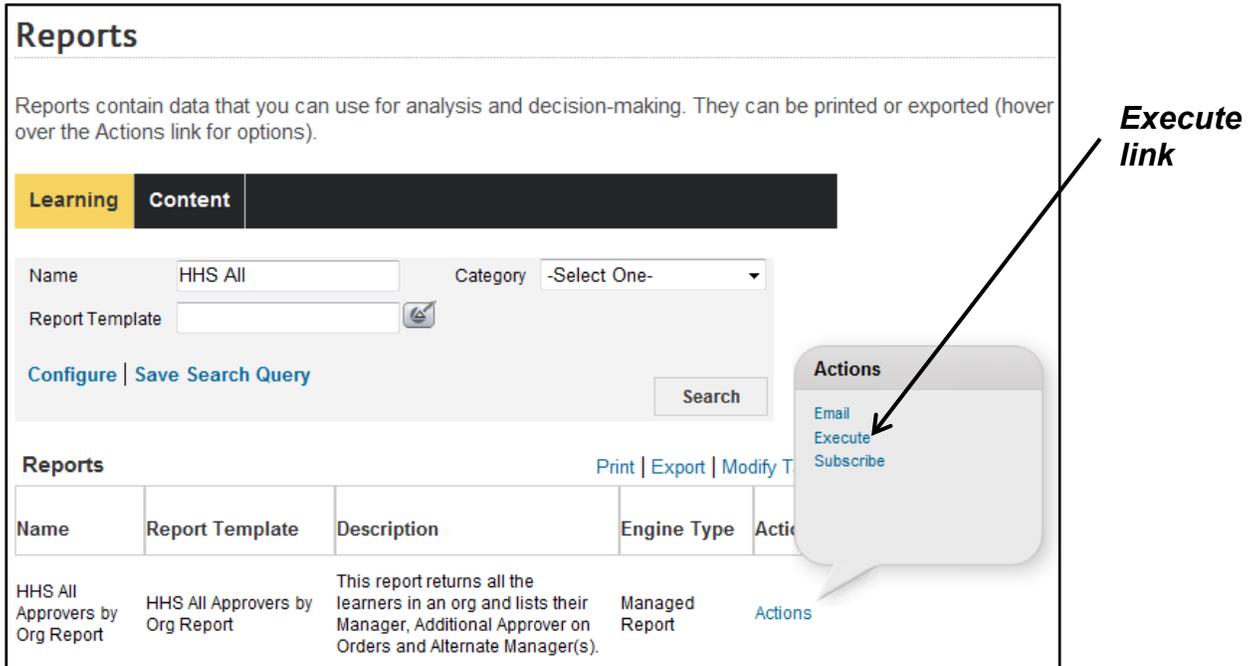


Figure 5 – Execute link on the Actions activity menu

7. Enter the Organization ID in the Organization ID field. You can use a percent symbol (%) as a wildcard field to capture all of the sub-Organizations.



Figure 6 – Org Name field

11. Click the **Export** button.

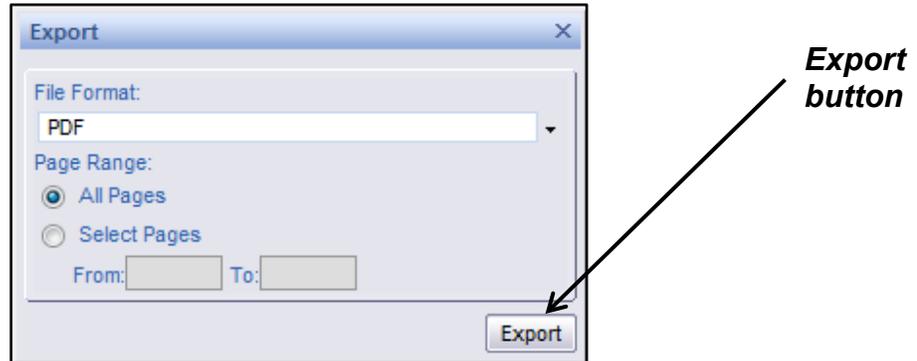


Figure 14 – Export button

12. Save the file to your computer, then open it in Adobe Reader/Acrobat and print the file.

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>