



LEARNING MANAGEMENT SYSTEM (LMS) **RUNNING THE NIH ALL APPROVERS BY AAO REPORT**

This QRG provides instructions for generating the NIH All Approvers by AAO Report. This report creates a list of all Learners and their Approvers – the Learner’s Managers, Alternate Managers, and Additional Approver for Orders (AAO) for a specified AAO. This report is important for verifying the approval chains for a specific AAO.

1. Log on to the LMS.
2. Click the **Admin** icon.



Figure 1 – Admin icon

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

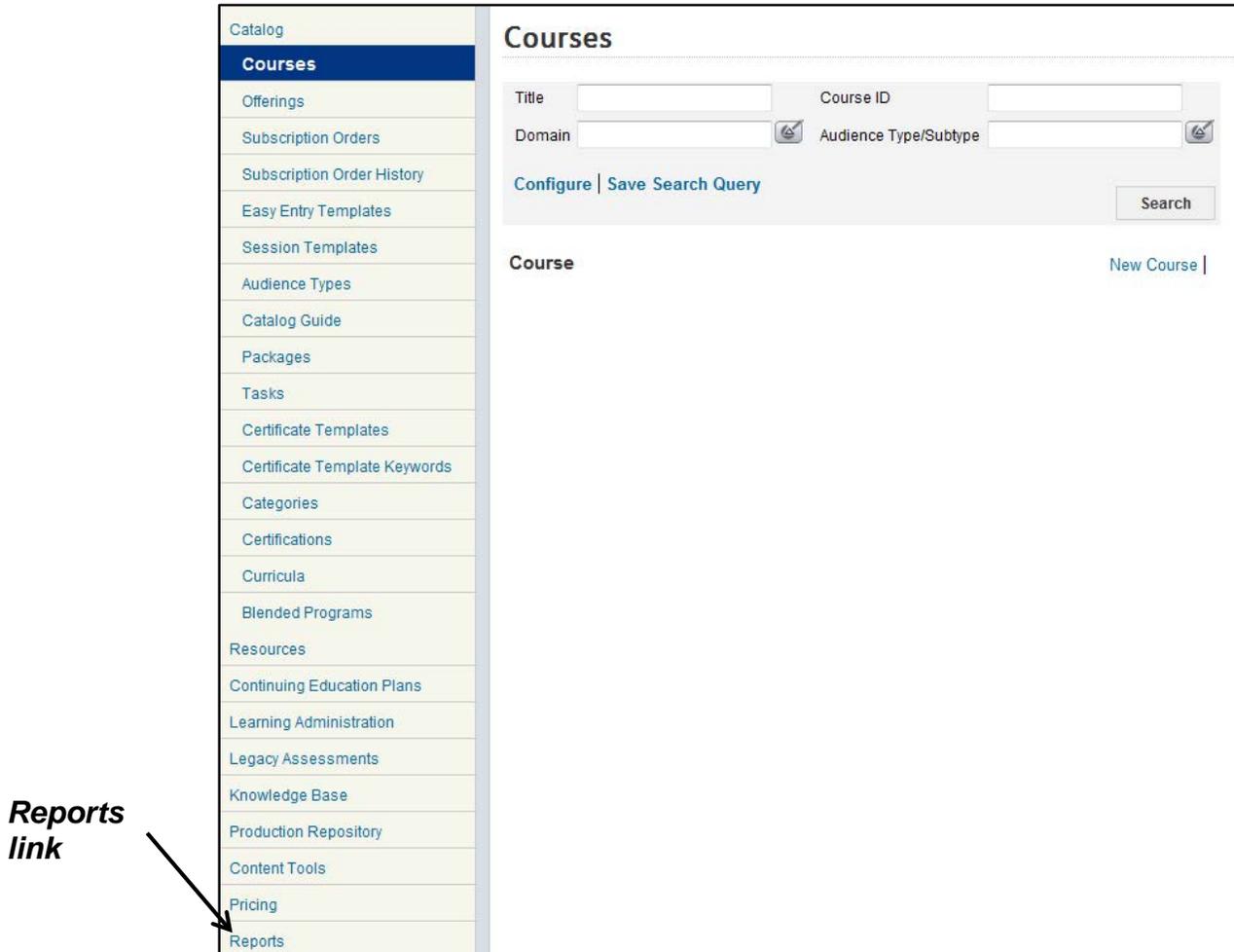


Figure 2 – Reports link

4. Enter NIH All Approvers by AAO in the Name field and click the **Search** button.

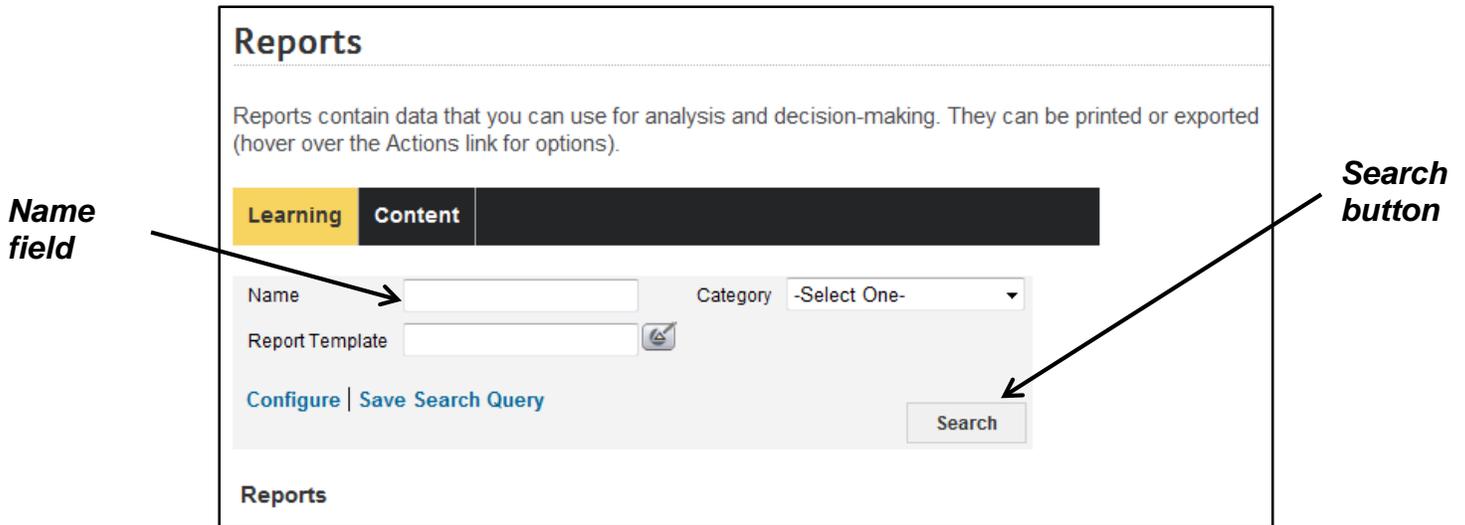


Figure 3 – Name field and Search button

5. Click the **Actions** link for the NIH All Approvers by AAO Report.

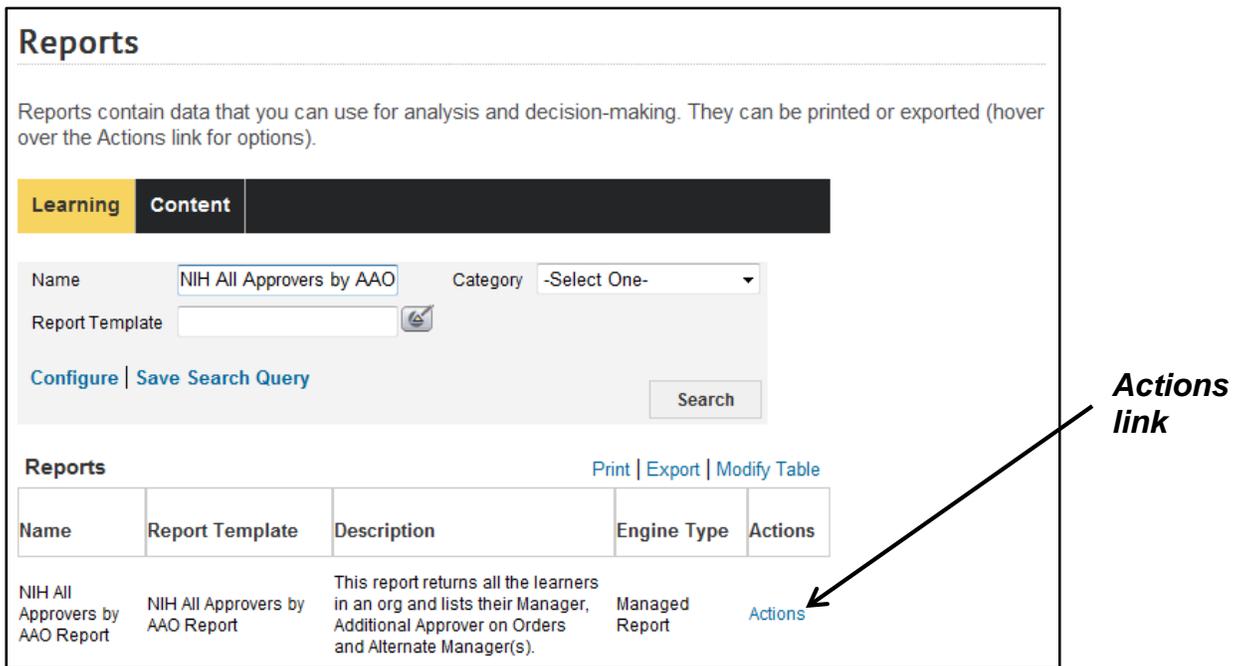
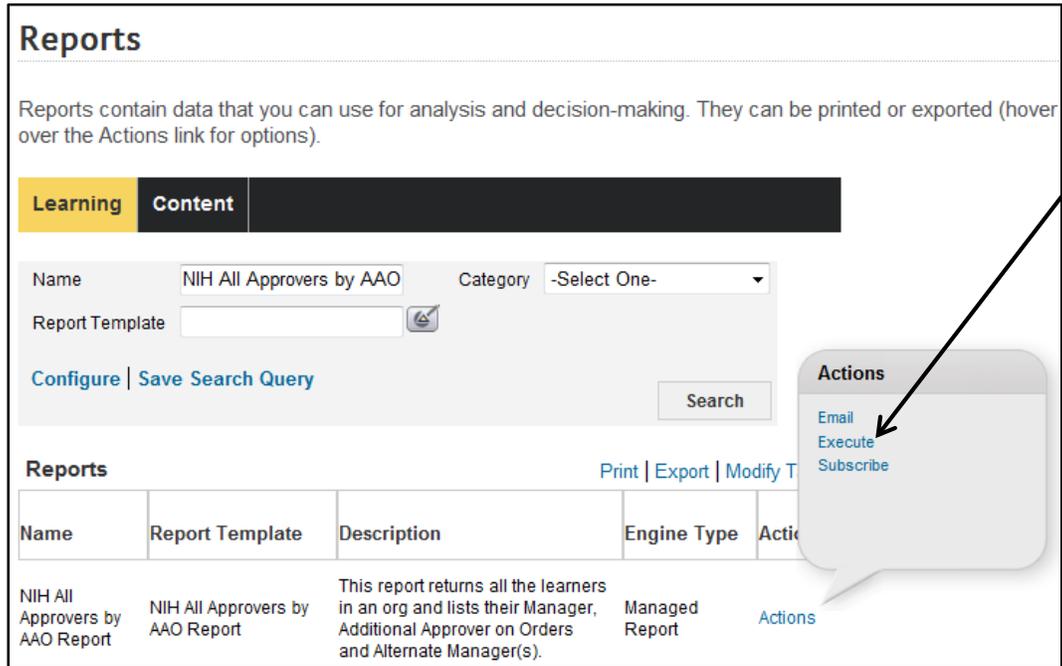


Figure 4 – Actions link

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



The screenshot shows a web interface for reports. At the top, there's a header 'Reports' with a sub-header 'Reports contain data that you can use for analysis and decision-making. They can be printed or exported (hover over the Actions link for options)'. Below this are tabs for 'Learning' and 'Content'. A search bar contains 'NIH All Approvers by AAO' and a category dropdown set to '-Select One-'. There are 'Configure' and 'Save Search Query' links, and a 'Search' button. A table lists reports, with the first row for 'NIH All Approvers by AAO Report' having an 'Actions' link. A tooltip menu is open over the 'Actions' link, showing options: 'Email', 'Execute', and 'Subscribe'. An arrow points from the text 'Execute link' to the 'Execute' option in the menu.

Name	Report Template	Description	Engine Type	Actions
NIH All Approvers by AAO Report	NIH All Approvers by AAO Report	This report returns all the learners in an org and lists their Manager, Additional Approver on Orders and Alternate Manager(s).	Managed Report	Actions

Figure 5 – Execute link on the Actions activity menu

7. Click the **Additional Approver On Order (AAO)** pick icon.



The screenshot shows the 'Report Parameters - NIH All Approvers by AAO Report' page. It features a text input field for 'Additional Approver On Order (AAO)*' with a pick icon to its right. Below the input field are 'Generate Report' and 'Cancel' buttons. An arrow points from the text 'Additional Approver On Order (AAO) pick icon' to the pick icon.

Figure 6 – Additional Approver On Order (AAO) pick icon

8. Enter the last name of an AAO in the **Last Name** field and click the **Search** button.

Last Name field →

Search Person, Internal

Supervisors: you can easily display all of **your staff** by entering your **login ID** into the "**Manager**" field, clicking the **Magnifying Glass** graphic, and then clicking the "**Search**" button.

Population*	Internal ▾	First Name	<input type="text"/>
Last Name	<input type="text"/>	Person ID	<input type="text"/>
Username	<input type="text"/>	Manager	<input type="text"/> 
Organization	<input type="text"/> 	Location	<input type="text"/> 
Domain	<input type="text"/> 	Person Type	-Select One- ▾
Security Roles	-Select One- ▾	Terminated After	<input type="text"/> 
Terminated Before	<input type="text"/> 	Include All Suborganizations	<input type="checkbox"/>

People

→ ***Search button***

Figure 7 – Last Name field and Search button

9. Click the Select checkbox to select the AAO.

Select Person, Internal

Supervisors: you can easily display all of **your staff** by entering your **login ID** into the "**Manager**" field, clicking the **Magnifying Glass** graphic, and then clicking the "**Search**" button.

Population* Internal

Last Name Approver

Username

Organization

Domain

Security Roles -Select One-

Terminated Before

First Name

Person ID

Manager

Location

Person Type -Select One-

Terminated After

Include All Suborganizations

Search

People [Print](#) | [Export](#)

Showing 1 out of 1 results

Select	First Name	Last Name	Username	Person Type	Person ID	Organization	Location	Manager
<input checked="" type="checkbox"/>	Additional	Approver	APPROVER01		00420382	HNAM		OLEUNG

Close

Select checkbox

Figure 8 – Select checkbox

10. Click the **Generate Report** button.

Report Parameters - NIH All Approvers by AAO Report

Additional Approver On Order (AAO)* APPROVER01

Generate Report Cancel

Generate Report button

Figure 9 – Generate Report button

11. To print the report, click the **Print this report** icon.

*Print
this
report
icon*

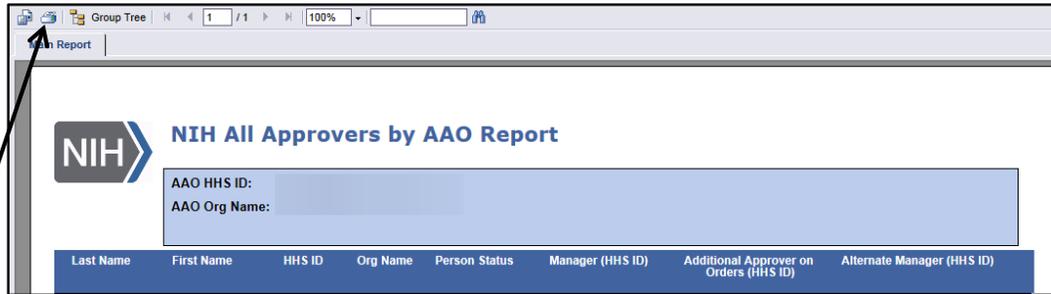


Figure 10 – Print this report icon

12. Click the **Export** button on the Print to PDF message box.

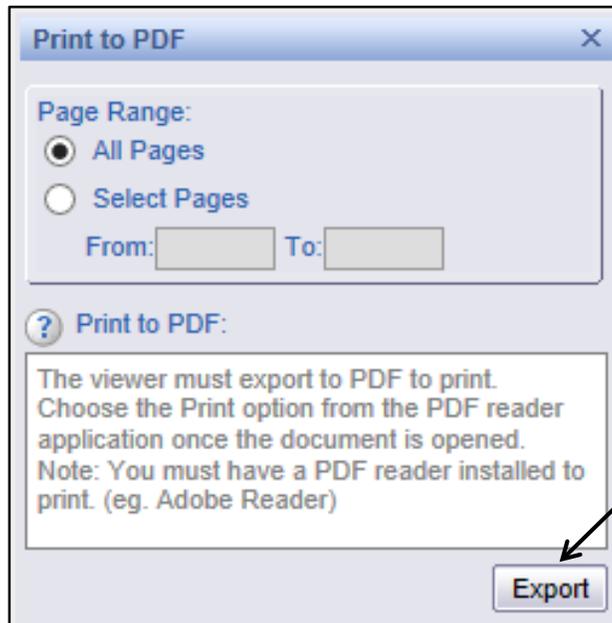


Figure 11 – Export button

13. Depending on the amount of data in the report, it could take up to five minutes for the LMS to export the report data into a pdf file. A notification bar will display at the bottom of the screen in the Internet Explorer browser when the pdf has been created. Click the **Open** button on the notification bar to open the pdf file in Adobe Reader/Acrobat.

**Open
button**

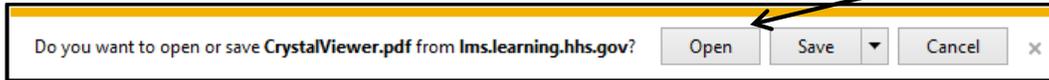


Figure 12 – Open button

14. Print the file from Adobe Reader/Acrobat.

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