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.
3. Click the **Reports** link in the left navigation menu.
4. Enter NIH All Approvers by AAO in the Name field and click the **Search** button.

![Figure 3 – Name field and Search button](image)

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

![Figure 4 – Actions link](image)
6. Click the ** Execute link ** on the Actions activity menu.

   ![Execute link on the Actions activity menu](image)

   **Figure 5 – Execute link on the Actions activity menu**

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

   ![Additional Approver On Order (AAO) pick icon](image)

   **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.

![Search Person, Internal form](image)

Figure 7 – Last Name field and Search button
9. Click the Select checkbox to select the AAO.

10. Click the **Generate Report** button.
11. To print the report, click the **Print this report** icon. 

![Print this report icon](image10)

Figure 10 – Print this report icon

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

![Export button](image11)

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](image)

**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](http://intrahr.od.nih.gov/helpdeskform.htm)