LEARNING MANAGEMENT SYSTEM (LMS)
RUNNING THE NIH ORDER APPROVALS BY APPROVER REPORT

This QRG provides instructions for generating the NIH Order Approvals by Approver Report. This report lists all fully approved orders that were approved by a Manager, an Alternate Manager, an Alternate Approver for Orders (AAO), or an LMS Administrator for a specific date range (not to exceed 365 days). This report can create a list of approved training that an approver can submit to their Budget Officer.

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

Figure 1 – Admin icon
3. Click the Reports link from the left navigation menu.
4. Enter NIH Order Approvals by Approver 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 Order Approvals by Org/Approver Report.

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

![Figure 5 – Execute link on the Actions activity menu](image)

7. The default date range for the report is the last year (365 days). If you want to change the date range, enter the From Order Approval Date and To Order Approval Date in the appropriate fields in MM/DD/YYYY format. Alternately, you can use the **From Order Approval Date** and **To Order Approval Date** pick icons to select the date.

![Figure 6 – From Order Approval Date and To Order Approval Date pick icons](image)
8. To identify a specific Organization, enter an Org Name in the **Org Name** field. Enter a percent symbol (%) as a wildcard to include all of the sub Organizations.

![Org Name field](image)

**Figure 7 – Org Name field**

9. To identify a specific Approver, select the **Approver Name** pick icon

![Approver Name pick icon](image)

**Figure 8 – Approver Name pick icon**

10. Enter the last name of an AAO in the **Last Name** field and then select the **Search** button.
11. Click the Select checkbox to select the AAO.
12. Click the **Generate Report** button.

![Generate Report button](image)

**Figure 11 – Generate Report button**

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

![Print this report icon](image)

**Figure 12 – Print this report icon**
14. Click the **Export** button on the Print to PDF message box.

![Export button](image)

**Figure 13 – Export button**

15. 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 14 – Open button**

16. 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)*