



## LEARNING MANAGEMENT SYSTEM (LMS) RUNNING THE NIH MISSING NED SERVICING AOS BY ORG REPORT

This QRG provides instructions for generating the NIH Missing NED Servicing AOs by Org Report. This report creates a list of all NIH staff who are missing the Servicing AO in the NIH Enterprise Directory (NED) for a specified Organization and sub-Organizations. This report is important for ensuring that the AAO in the LMS is correct for organizations that have “opted-in” to the NED Servicing AO→LMS AAO data feed process.

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



Figure 1 – Admin icon

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

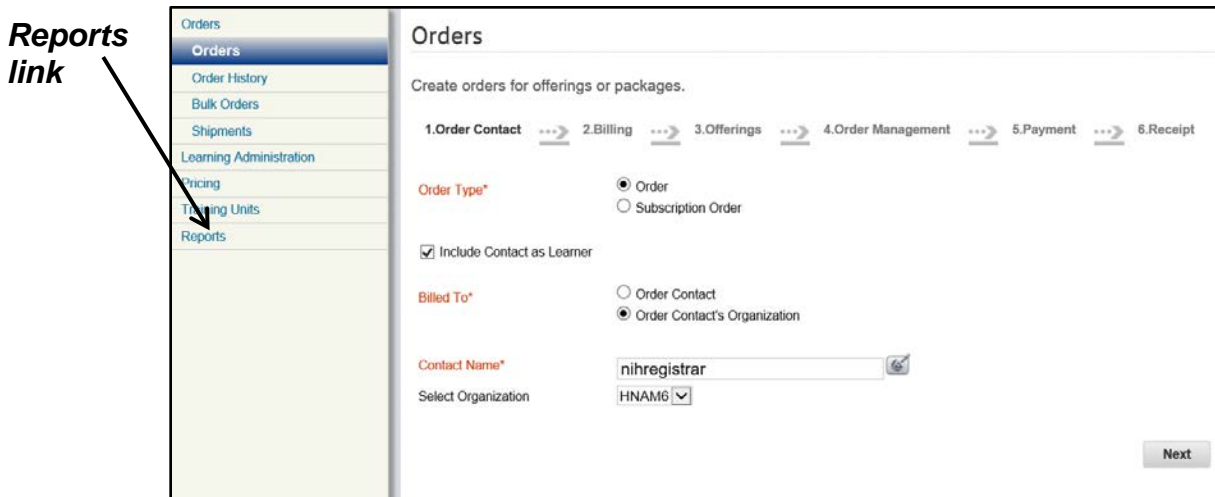


Figure 2 – Reports link

4. Enter “NIH Missing” in the **Name** field and click **Search**.

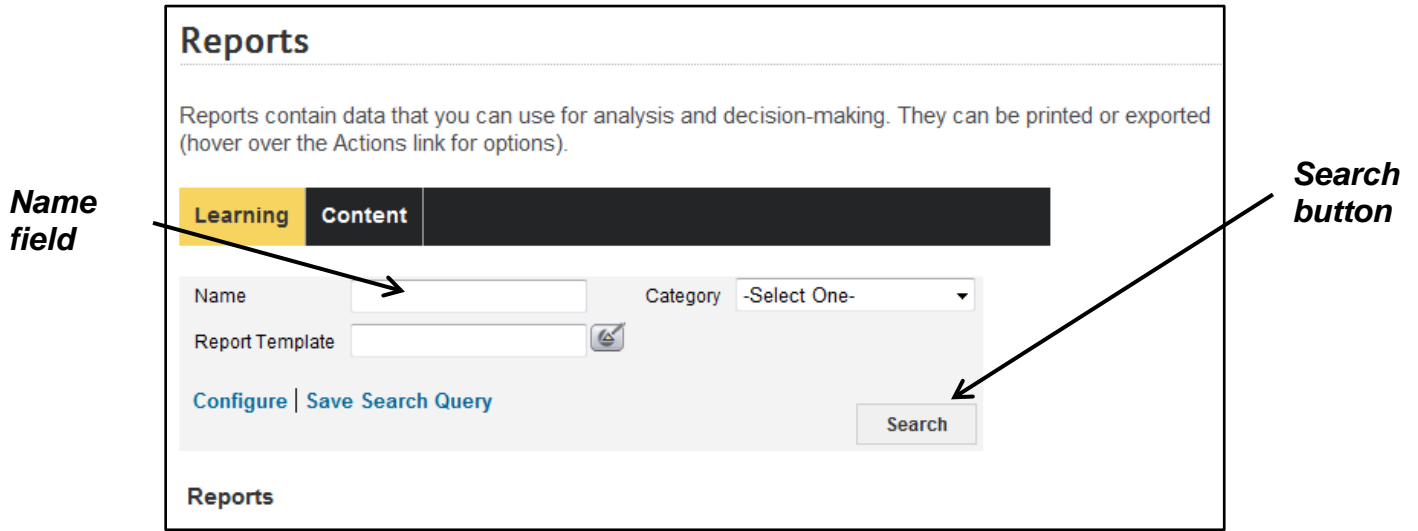


Figure 3 – Name field and Search button

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

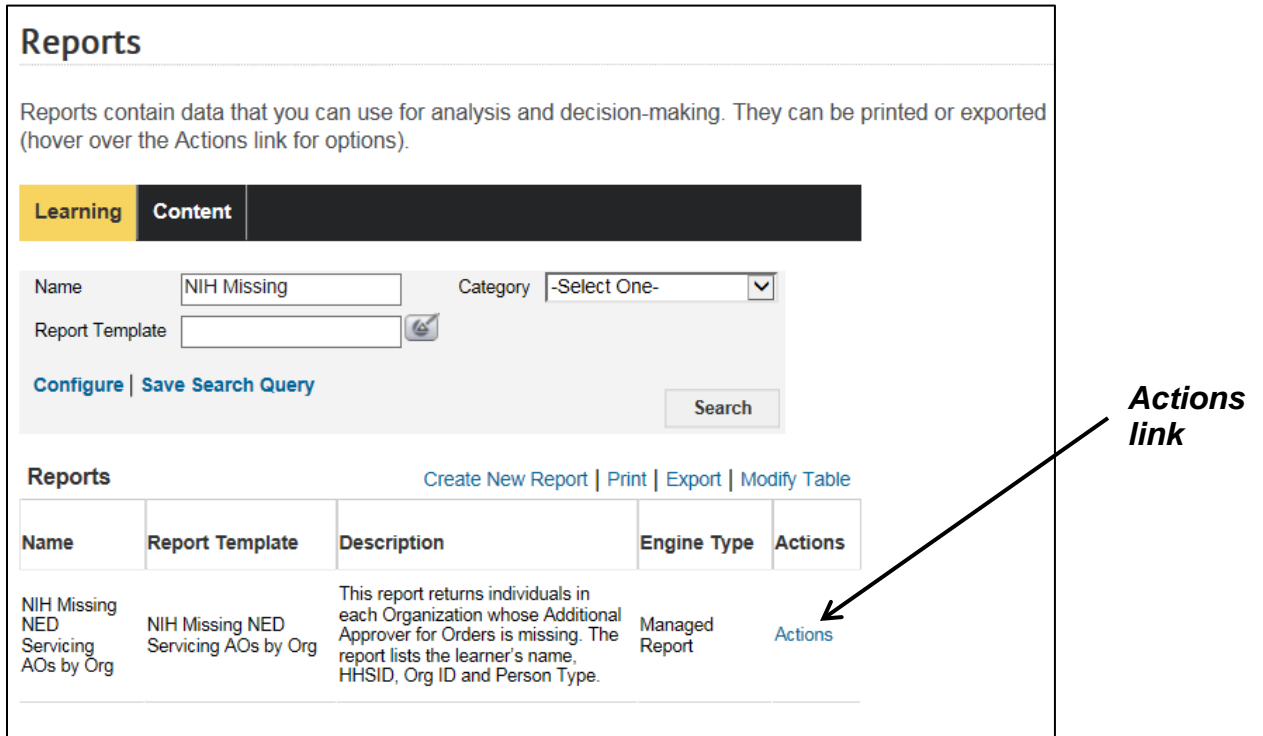


Figure 4 – Actions link

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

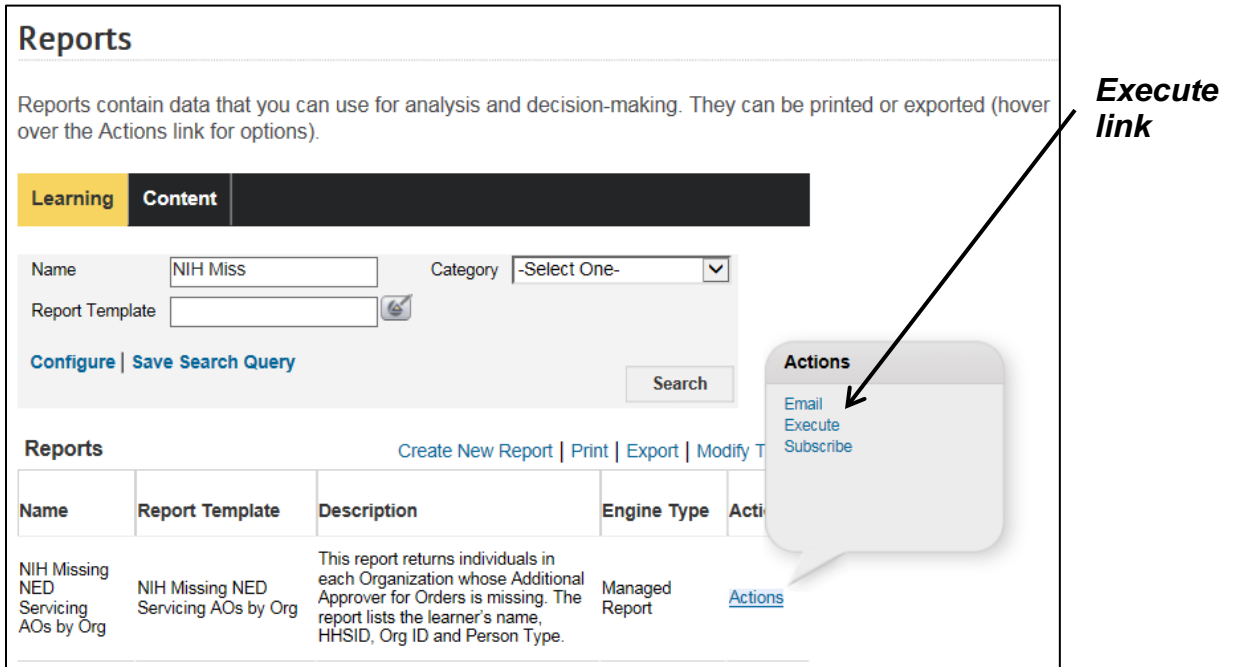


Figure 5 – Execute link on the Actions activity menu

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

8. Click the **Generate Report** link.

**Report Parameters - NIH Missing NED Servicing AOs by Org**

Org Code (2 characters minimum required. Use % to include sub-orgs)\*

**Generate Report button**

Figure 7 – Generate Report button

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

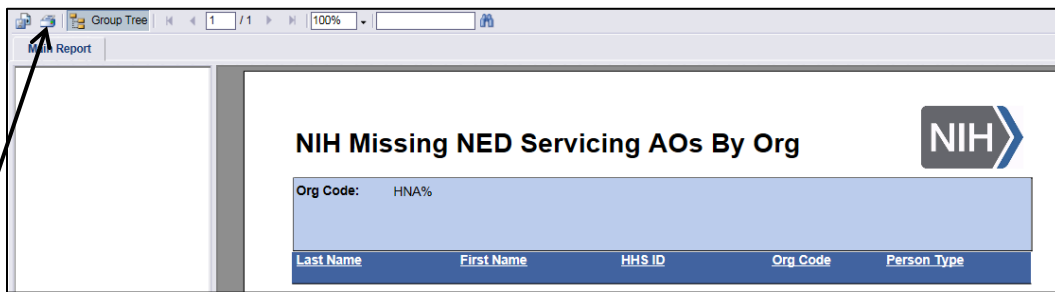


Figure 8 – Print this report icon

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

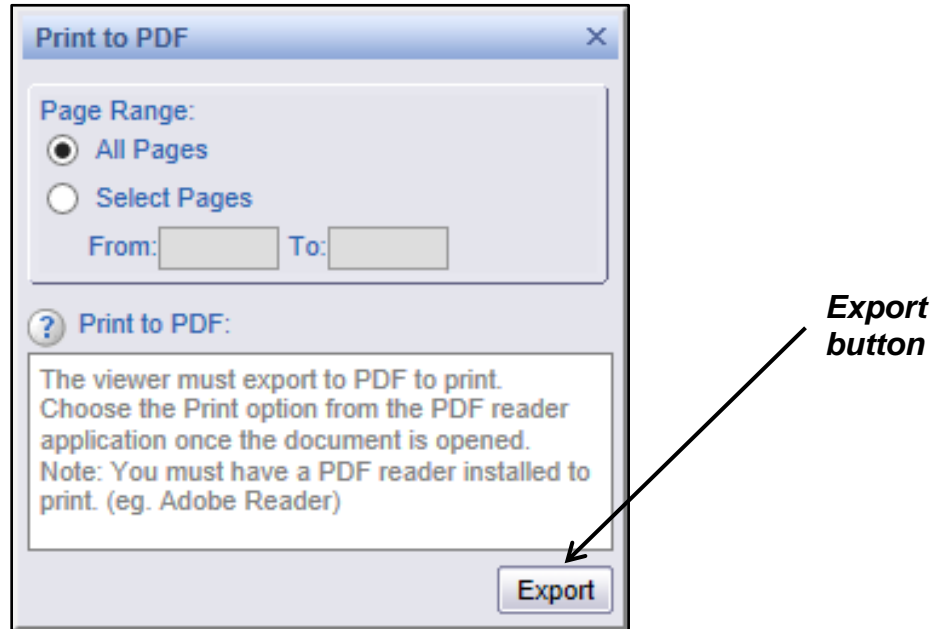


Figure 9 – Export button

11. 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.

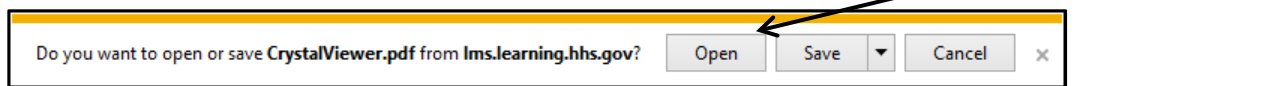


Figure 10 – Open button

12. 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>