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.

1. Log into the LMS.
2. Click the Admin icon.
3. Click the **Reports** link in the left navigation menu.

![Figure 2 – Reports link](image)
4. Enter “HHS All” in the Name field and click Search.

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

![Org Name field](image)

Figure 6 – Org Name field
8. Click the **Generate Report** link.

![Generate Report button](image1)

Figure 7 – Generate Report button

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

![Print this report icon](image2)

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

![Export button](Figure 13 – 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.

![Open button](Figure 14 – Open button)

12. Print the file from Adobe Reader/Acrobat.

If you experience trouble with this process, please refer to the [LMS Support Page](#).