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 on Admin icon.

Figure 1 – 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.

5. Click the **Actions** link for the NIH All Approvers by AAO Report.
6. Click the **Execute** link on the Actions activity menu. 

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

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

![Figure 6 – Additional Approver On Order (AAO) pick icon](image)
8. Enter the last name an AAO in the Last Name field and click the Search button.

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](image)

**Figure 10 – Print this report icon**

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

![Export button](image)

**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.png)

**Figure 12 – Open button**

14. Print the file from Adobe Reader/Acrobat.

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