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.
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.

5. Click the **Actions** link for the NIH Order Approvals by Org/Approver Report.
6. Click the **Execute** link on the Actions activity menu.

7. The default date range for the report is the last one (1) day. 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. Alternatively, you can use the **From Order Approval Date** and **To Order Approval Date** pick icons to select the date.
8. Click the **Generate Report** button.

![Generate Report button](image)

Figure 7 – Generate Report button

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

![Print this report icon](image)

Figure 8 – Print this report icon
10. Click the **Export** button on the Print to PDF message box.

![Export button](image)

**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.

![Open button](image)

**Figure 10 – Open button**

12. Print the file from Adobe Reader/Acrobat.

**If you experience trouble with this process, please refer to the LMS Support Page.**