

## Tip Sheet

### RUNNING THE "NIH REGISTRATIONS NEEDING APPROVAL" REPORT

This tip sheet will guide approvers through the task of running the "NIH Registrations Needing Approval" report. This report allows you to easily view key information, such as the CAN, for orders pending your approval.

All registrations pending approval are listed in this report, regardless of whether or not your approval point has been reached in the approval chain.

You should receive an automated LMS email notification stating that there is a "Registration pending your approval" when users register for a training which require your approval.

#### To run the "NIH Registration Needing Approval" report:

- 1. Log on to the LMS.
  - **NOTE**: For instructions about logging on, see LMS tip sheet *TS02-L*: *Employee Log On.*





2. Select **Team Home** or **People Administration** from the **Go To:** drop-down menu.

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- 3. Click the **Reports** tab.
- 4. Enter "NIH" in the Name field and click Search.
- 5. In the Reports table, locate the "NIH Registrations Needing Approval" Report and position your cursor over the **Actions** link to activate a pop-up menu.

Name Field	Reports					
	Name Report Template <u>Configure</u>   <u>Save</u>	NIH Se Search Query	Category -Select C	One-		Search Button
Report Name	Reports Name	Report Template	Create New Report   Print	Export   Modify Table Engine Type Actions		
	NIH NIH Registrations Registrations Needing Approval Needing Approval		This report shows the pending registrations that need the current users approval as a Manager, Alternate Manager and/or Additional Approver on Orders.	Managed <u>Actions</u> Report		Actions Link

Figure 1: Reports Tab





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6. Click **Execute** from the Actions link pop-up menu to generate the report.

Reports					
Name Report Templat <u>Configure   Sav</u>	NH e ve Search Query	Category -Select C	Ine-	Actions Enai Execute Subsche Execute	
Reports		Create New Report	Export Modi	ify Ta <u>L</u>	Execute
Name	Report Template	Description	Engine Type	Actions	
NIH Registrations Needing Approval	NIH Registrations Needing Approval	This report shows the pending registrations that need the current users approval as a Manager, Alternate Manager and/or Additional Approver on Orders.	Managed Report	Actions	

Figure 2: Actions Link Pop-up Menu

- 7. Review the information included in the report to determine accuracy, paying particular attention to the CAN to ensure the proper obligation of funds.
  - **NOTE:** Refer to LMS tip sheets *TS73-S: Review/Add CAN on an order— Manager or Alternate Manager* or *TS74-A: Review/Add CAN on an order—AAO* to modify a CAN if necessary.

Registration	s Needing	Му Ар	proval				Q≉ <sub>H</sub>	ENGTH
USERNAME	LEARNER. NAME	ORDER NUMBER	IIIE	<u>000</u> 6	START DATE	END	PRICE	CAN
As Alternate Manager								
00122138	CARLYE FULLER	01471855	2NTestCourseApproval1	zntestcourseappr oval 1	0829/12	08/29/12	0.00	7454
NH0012308081	Brian HUGHES	01471855	2NTestCourseApproval1	zntestcourseappr oval1	08/29/12	08/29/12	0.00	NA
NHLEARNER	WH Learner	01471874	NIH LMS Local Learning Administrator	mitric1001	09/28/12	09/28/12	283.00	1234567
As Manager								
NHLEARNER	NIH Learner	01471874	NH LMS Local Learning Administrator	nihtc1001	09/28/12	09/28/12	283.00	1234567

Figure 3: Registrations Needing Approval Report

TS77-S: Running the Registrations Needing Approval Report September 2012





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- 8. Close the "Registrations Needing Approval" Report
- 9. To continue the process and approve the order, refer to the following LMS tip sheets, depending on your role in the approval chain:
  - TS75-S: Approve Orders—Manager
  - TS76-S: Approve Orders—Alternate Manager
  - TS71-A: Approving Orders—AAO

If you experience trouble with this process, please contact the NIH HR Systems Support Helpdesk at <u>HRSystemsSupport@mail.nih.gov</u>

