

View Team Offering Requests

Using the supervisor role, this tip sheet will guide you through the steps to view team offering requests.

1. Log on to the LMS.

NOTE: For instructions about logging on, refer to the *Log-On Instructions (TS02-L)* tip sheet.



Figure 1: Go To: drop-down menu

2. Select **My Team's Learning** from the **Go To:** drop-down menu in the upper right-hand corner.

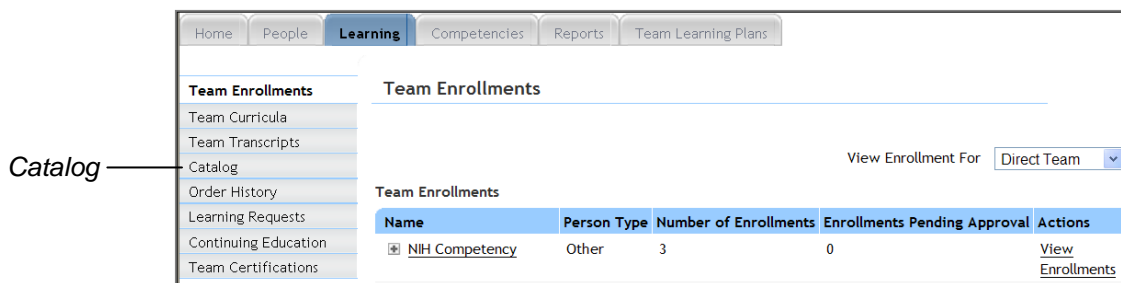


Figure 2: Learning tab

3. Click the **Learning** tab.
4. Click the **Catalog** option in the left menu.

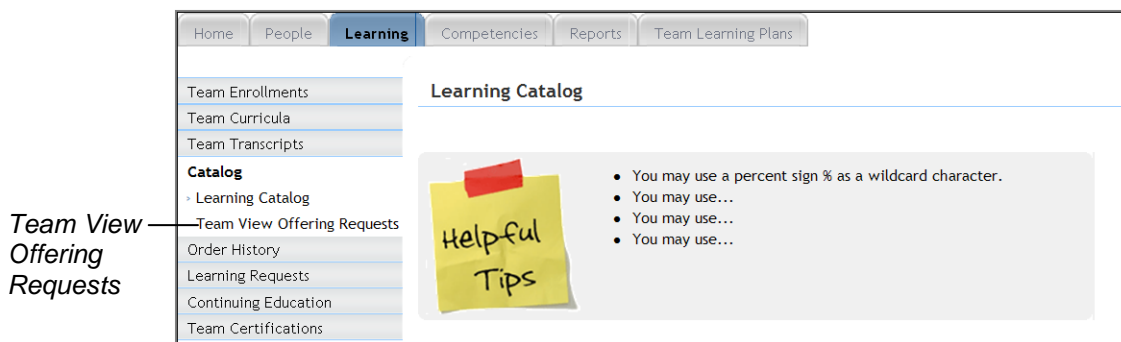


Figure 3: Learning tab

5. Click the **Team View Offering Requests** option from the left menu.

The screenshot shows the 'Team Learning Requests' interface. At the top, there are tabs for 'Cataloged Learning' and 'External Learning'. A 'View' dropdown menu is set to 'Direct Team', with a line pointing to the label 'Team Select'. Below this is a 'Search Requests' section with a 'Configure' button. It contains two date pickers for 'Requested On >=' and 'Requested On <=', with a line pointing to the label 'Requested On'. There is also a status dropdown set to '-Select One-' and a checkbox for 'Show Request Only for Private Offerings'. A 'Save Search Query' button and a 'Search' button are at the bottom of the search section, with a line pointing to the label 'Search'. Below the search section is a table titled 'Learning Requests' with columns: Course, Delivery Type, Created By, Location, Person, Start Date, End Date, Status, Requested On, and Actions. The table contains two rows of data for 'NIH-LMS Training Administrator' requests.

Course	Delivery Type	Created By	Location	Person	Start Date	End Date	Status	Requested On	Actions
NIH-LMS Training Administrator	Computer Laboratory	nihsupervisor	NIH Training Center		06/01/2010	09/01/2010	Pending	05/10/2010	Edit Details Cancel
NIH-LMS Training Administrator	Computer Laboratory	nihsupervisor	NIH Training Center		06/01/2010	09/01/2010	Pending	05/10/2010	Edit Details Cancel

Figure 4: Team Learning Requests screen

6. The offering requests will be displayed from newest to oldest.
7. Enter search request dates in the **Requested On** fields.
8. Click **Search** to find offering requests in a specific time period.

NOTE: Use the **Team Select** drop-down menu to alternate between your Direct Team and Alternate Team.

If you experience trouble with this process, please contact the helpdesk for support at LMSSupport@mail.nih.gov or 1-866-246-5440.