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.

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

Search Button

Report Name

Actions Link

Reports

Name		Category	-Select One- ▾
Report Template			

Configure | Save Search Query   Search

Reports   Create New Report | Print | Export | Modify Table

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 1: Reports Tab

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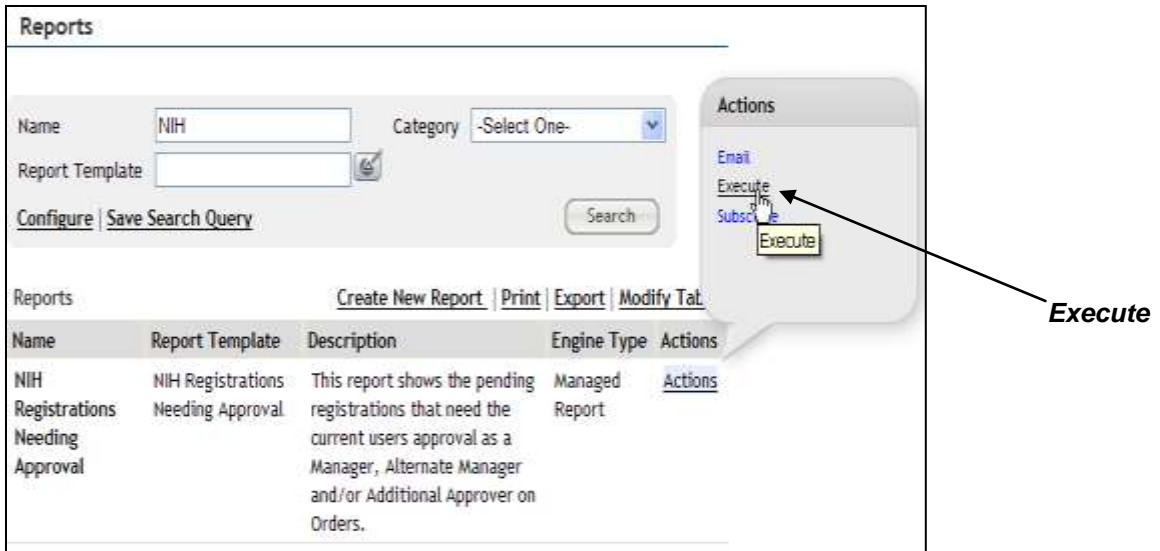

Figure 2: Actions Link Pop-up Menu

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.

Figure 3: Registrations Needing Approval Report

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>