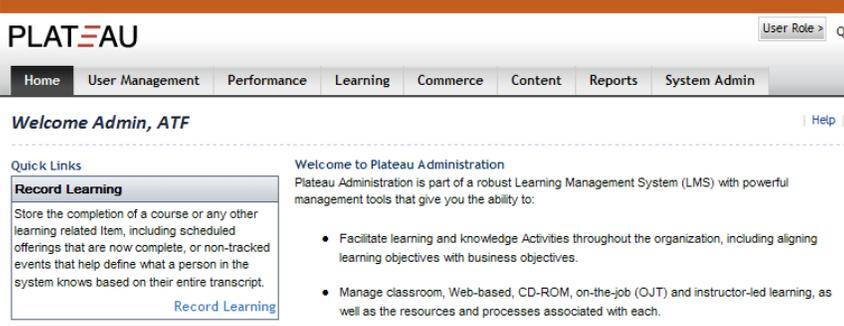
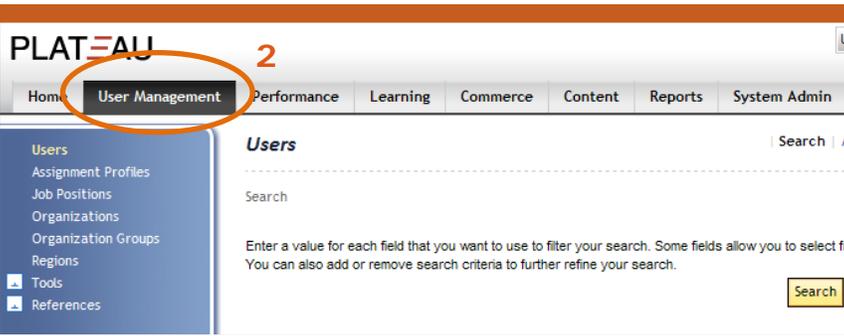
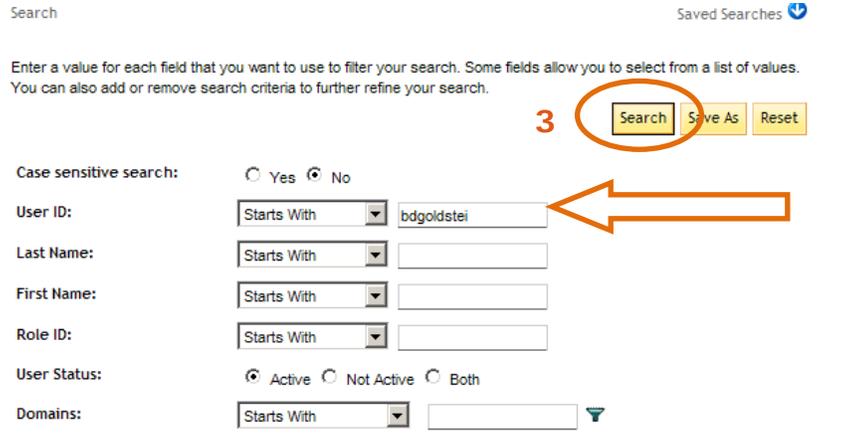
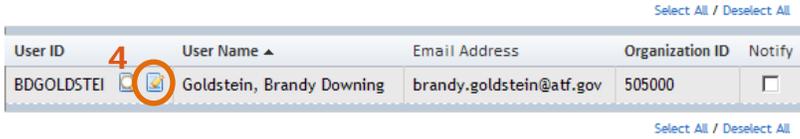


<h2 style="color: #e67e22;">Before You Start:</h2>	<p>This Job Aid will show you how to check the status of an SF-182. The SF-182 has to be approved at 4 levels; first line supervisor, second line supervisor, Funds Manger and Registrar. Allow for one week after approval by 2nd line supervisor for final approval.</p> <p>IMPORTANT: Please make sure you read the FAQ dealing with Approvals before you attempt to approve anything that is pending. Training Coordinators have limited authority to make approvals.</p>
<h2 style="color: #e67e22;">1.</h2>	<p>Log in to the LMS.</p> 
<h2 style="color: #e67e22;">2.</h2>	<p>Click on <u>User Management</u>.</p> 
<h2 style="color: #e67e22;">3.</h2>	<p><u>Search</u> for the user.</p> 

<p>4.</p>	<p>Click the Edit Icon to open the user's record.</p>	 <p>Select All / Deselect All</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>User Name</th> <th>Email Address</th> <th>Organization ID</th> <th>Notify</th> </tr> </thead> <tbody> <tr> <td>BDGOLDSTEI</td> <td>Goldstein, Brandy Downing</td> <td>brandy.goldstein@atf.gov</td> <td>505000</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Select All / Deselect All</p>	User ID	User Name	Email Address	Organization ID	Notify	BDGOLDSTEI	Goldstein, Brandy Downing	brandy.goldstein@atf.gov	505000	<input type="checkbox"/>																	
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<p>5.</p>	<p>On the user's record, Click the SF-182 tab.</p>	<p>User ID: BDGOLDSTEI Name: Goldstein, Brandy Downing</p>  <p>Standard Options</p> <table border="1"> <tr> <td>Surveys</td> <td>Skills Inventory</td> <td>Compensation</td> <td>Organization Dashboard</td> <td>Organization Initiatives</td> <td>Succession Planning</td> <td>Alternate Job Positions</td> <td>Performance Review</td> <td>External Requests (SF-182)</td> </tr> <tr> <td>Commerce</td> <td>Account Code</td> <td>Catalog Preview</td> <td>Cpty Profiles</td> <td>Competencies</td> <td>Registration</td> <td>Requests</td> <td>Approval Role</td> <td>Approvals</td> </tr> <tr> <td>Summary</td> <td>Phone Numbers</td> <td>Custom Fields</td> <td>Learning Plan</td> <td>Learning History</td> <td>Curricula</td> <td></td> <td></td> <td></td> </tr> </table> <p>Edit the User Information</p>	Surveys	Skills Inventory	Compensation	Organization Dashboard	Organization Initiatives	Succession Planning	Alternate Job Positions	Performance Review	External Requests (SF-182)	Commerce	Account Code	Catalog Preview	Cpty Profiles	Competencies	Registration	Requests	Approval Role	Approvals	Summary	Phone Numbers	Custom Fields	Learning Plan	Learning History	Curricula			
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<p>6.</p>	<p>Locate the request and Click View Request.</p>	<p>Records per Page 50 (7 total records)</p> <table border="1"> <thead> <tr> <th>Request ID</th> <th>Title</th> <th>Status</th> <th>Pending Approval Actions</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>18975</td> <td>test</td> <td>Approved</td> <td>None</td> <td>View Request Edit External Request Transfer Request Verify</td> </tr> <tr> <td>18897</td> <td>Test</td> <td>Approved</td> <td>None</td> <td>View Request Edit External Request Transfer Request Verify</td> </tr> </tbody> </table>	Request ID	Title	Status	Pending Approval Actions	Action	18975	test	Approved	None	View Request Edit External Request Transfer Request Verify	18897	Test	Approved	None	View Request Edit External Request Transfer Request Verify												
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<p>7.</p>	<p>Scroll down until you get to the approvals section on the bottom. This will show you where the SF-182 is in the approval process. If it is awaiting the approval of a supervisor, contact the supervisor and let them know. <i>It will take one week for the Funds Manager to approve after the 2nd level supervisor.</i></p>	<table border="1"> <thead> <tr> <th>Approved/Approval Step</th> <th>Date Completed</th> <th>Approved By</th> <th>Approvers</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Approved 1st Level Supervisor</td> <td>2/3/2011 America/New York</td> <td>Beth A Arbogast</td> <td>Supervisor Level 1 (Show Details)</td> <td></td> </tr> <tr> <td>Approved 2nd Level Supervisor</td> <td>2/3/2011 America/New York</td> <td>ATF ADMIN</td> <td>Supervisor Level 2 (Show Details)</td> <td></td> </tr> <tr> <td>Approved Funds Manager</td> <td>2/3/2011 America/New York</td> <td>ATF ADMIN</td> <td>FM (Show Details)</td> <td></td> </tr> <tr> <td>Approved Registrar</td> <td>2/3/2011 America/New York</td> <td>ATF ADMIN</td> <td>RG (Show Details)</td> <td></td> </tr> </tbody> </table>	Approved/Approval Step	Date Completed	Approved By	Approvers	Comments	Approved 1st Level Supervisor	2/3/2011 America/New York	Beth A Arbogast	Supervisor Level 1 (Show Details)		Approved 2nd Level Supervisor	2/3/2011 America/New York	ATF ADMIN	Supervisor Level 2 (Show Details)		Approved Funds Manager	2/3/2011 America/New York	ATF ADMIN	FM (Show Details)		Approved Registrar	2/3/2011 America/New York	ATF ADMIN	RG (Show Details)			
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